

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 1

JANUARY 6, 1989

SUBJECT: PERSONAL COMPUTER GUIDELINES AND STANDARDS - IMPLEMENTED

PURPOSE: So that there are standardized guidelines relating to the use of personal computers by Department personnel, Information Resources Division developed the Personal Computer Guidelines and Standards. This Order activates the Personal Computer Guidelines and Standards and establishes the position of Department Personal Computer Coordinator.

PROCEDURE:

I. PERSONAL COMPUTER GUIDELINES AND STANDARDS - ACTIVATED.

The Personal Computer Guidelines and Standards are activated. These guidelines contain provisions for the use of personal computers within the Department. This includes personal computers that are donated, loaned, or purchased by the Department as well as employee-owned personal computers to the extent that they are used in Department activities. Copies of the Personal Computer Guidelines and Standards shall be maintained by Information Resources Division.

II. INFORMATION RESOURCES DIVISION - RESPONSIBILITIES.

The Commanding Officer, Information Resources Division, is designated the Department Personal Computer Coordinator and shall be responsible for:

- * Coordinating the use of personal computers within the Department;
- * Maintaining data on personal computers used within the Department;
- * Distribution of the Personal Computer Guidelines and Standards to all Department commands using personal computers; and,
- * Revising the Personal Computer Guidelines and Standards as appropriate.

III. DEPARTMENT USE OF PERSONAL COMPUTERS.

A. Employees - Responsibilities. Department employees wishing to use other than Department-owned personal computers for Department business, at a Department facility, shall submit their request on an Employee's Report, Form 15.7 (two copies), to their commanding officer. The Form 15.7 shall describe the functions to be performed by the computer and the objectives to be achieved. Upon approval of the request by the employee's commanding officer, the employee shall:

- * Adhere to the provisions of the Personal Computer Guidelines and Standards; and,

JANUARY 6, 1989

- * Adhere to the provisions of Section 3/405 of the Department Manual relating to the confidentiality of Department records, reports, and information when using personal computers. These provisions apply to the use of personal computers that are donated, loaned, or purchased by the Department as well as to employee-owned personal computers used for Department business.

Note: Additional care shall be exercised concerning Department sensitive data. Department sensitive data is that data which is not routinely available to the public. Under no condition is Department sensitive data to be created, stored, processed, or duplicated by employees outside of official Department facilities, without specific written permission by the concerned employee's commanding officer. The commanding officer granting such permission shall also ensure that the Department business performed on other than Department owned personal computers is continuously monitored to ensure compliance with the Personal Computer Guidelines and Standards.

B. **Commanding Officers - Responsibilities.** Commanding officers shall be responsible for:

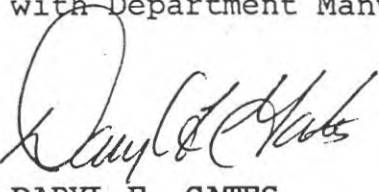
- * Reviewing requests to use personal computers for Department business within their command;
- * Approving or disapproving requests based upon the functions to be performed and the Department objectives to be achieved, within the following general parameters:
 - * No Department sensitive data is to be created, stored, processed, or duplicated by users outside of official Department facilities without specific written permission of the concerned commanding officer;
 - * All software used must be legally acquired and installed;
 - * If Department sensitive data is stored within a Department entity, access shall be limited to Department employees on a right-to-know, need-to-know basis; and,
 - * Attention must be directed toward the avoidance of duplication of Department developed and supported systems.
- * Forwarding a copy of the approved request to the Department Personal Computer Coordinator;
- * Maintaining a copy of the Personal Computer Guidelines and Standards accessible to employees using personal computers; and,

JANUARY 6, 1989

- * Ensuring that the Department business performed on such personal computers is continuously monitored and is in compliance with the Personal Computer Guidelines and Standards.

AMENDMENTS: This Order amends Section 2/630.05 of, and adds Section 3/788.30 to, the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Information Resources Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 2

JANUARY 20, 1989

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions to the Department Manual.

PROCEDURE:

- I. NOTIFICATION OF SEXUAL HARASSMENT COMPLAINTS. The Women's Coordinator, Office of the Chief of Police, has been designated as the Department Sexual Harassment Counselor to hear complaints of conduct which may be viewed as sexual harassment.

Currently, the Department Manual does not require that a copy of any report or investigation related to an incident of sexual harassment be forwarded to the Women's Coordinator, Office of the Chief of Police. This Order amends the distribution procedures for all reports or investigations related to an incident of sexual harassment. Commanding officers and officers-in-charge shall ensure that a copy of any report or investigation initiated which may be related to an incident of sexual harassment is immediately forwarded to the Office of the Chief of Police.

AMENDMENTS: This Order amends Sections 2/208.46, 3/745.20, 3/748.15 and 5/1.81 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. CONTACT ONLY ARREST PROCEDURES - REVISED. Currently, "Contact Only" arrest records are stored at Area stations and are not readily available to investigators from outside the Area. Additionally, it has been the Department's policy not to fingerprint or photograph 602 Welfare and Institution Code (WIC) violators that are under 12 years of age. However, situations may arise (i.e., serious crime, multiple offenders) where juveniles under 12 years of age should be fingerprinted and photographed. This Order deletes "Contact Only" procedures and amends fingerprinting and photographing procedures for juveniles under 12 years of age. This Order also revises procedures for obtaining DR numbers for juvenile arrests.

JANUARY 20, 1989

A. Juvenile Fingerprinting and Photographing Procedures - Revised.

1. Juveniles 12 years of age and older. An officer arresting a juvenile 12 years of age and older for a 601 WIC or a 602 WIC violation shall obtain a booking number for the juvenile. Additionally, all 602 WIC violators 12 years of age and older shall be fingerprinted and photographed.
2. Juveniles under 12 years of age. An officer arresting a juvenile under 12 years of age for a 601 WIC or a 602 WIC violation shall obtain a booking number for the juvenile.

Note: Situations may arise when a juvenile, regardless of age, is arrested for a 601 WIC violation (i.e., gang member) or a juvenile under 12 years of age is arrested for a 602 WIC violation (i.e., serious crime, multiple offender) and should be fingerprinted, photographed, and/or palmed. Such additional processing shall be at the discretion of the Area juvenile coordinator after appropriate review. During off-hours, the watch commander shall make this determination.

Juveniles taken into custody for a 300 WIC violation shall be issued a booking number regardless of age; however, the juvenile shall not be fingerprinted or photographed as part of the booking process. Separate photographs and/or prints for investigative purposes only are permissible.

AMENDMENTS: This Order amends Sections 4/218.78, 4/604.42, 4/625.10, 4/625.25, 4/635.10 and 5/040.42 of; and deletes Sections 4/165.01, 4/218.77 and 4/218.97 from; the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Records and Identification Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- III. INVESTIGATION OF NON-INJURY OFFICER INVOLVED SHOOTINGS - REVISED.** This Order revises investigative procedures for officer-involved shootings (OIS) where no injury occurs, extends the time limit for investigating and forwarding non-injury OIS reports, and establishes an OIS investigation team within the Police Commission to investigate such incidents when Police Commission personnel are involved.

JANUARY 20, 1989

A.. Non-Injury OIS Investigation Team Responsibilities - Revised. In order to enhance the quality of non-injury OIS investigations and provide consistency in reporting, concerned non-injury OIS investigation teams shall:

- * Consist of supervisors only;
- * Investigate all accidental shootings when the involved officer's tactics are a consideration; and

Note: Accidental shootings involving non-tactical considerations shall continue to be investigated by a supervisor assigned by the involved officer's commanding officer.

- * Limit tape recordings of civilian witnesses to those who actually witnessed the shooting.

B. Commanding Officer's Responsibility. After reviewing and approving the investigative report of a non-injury OIS, the commanding officer shall cause proper distribution of the report (3/795.45) within thirty calendar days of the incident.

C. Non-Injury OIS Investigations - Police Commission. The Commission Services Coordinator shall establish a non-injury OIS team consisting of a cadre of supervisors from the Police Commission. This team shall investigate non-injury intentional OIS's involving Police Commission personnel.

AMENDMENTS: This Order amends Sections 3/794 and 3/795.45 of the Department Manual.

AUDIT RESPONSIBILITY: All bureau commanding officers and the Commission Services Coordinator shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

IV. NOTIFICATION RESPONSIBILITIES FOR FLYING THE NATIONAL FLAG AT HALF-STAFF - REVISED. A recent realignment of Department functions revised notification procedures for when the National Flag is to be flown at half-staff at Department facilities. Current procedures require Detective Headquarters Division (DHD) to notify the Watch Commander, Records and Identification Division (R&I), of the requirement to have the Flag flown at half-staff and for R&I to disseminate the information Department-wide. This Order centralizes the notification requirements under DHD and deletes R&I notification responsibilities.

JANUARY 20, 1989

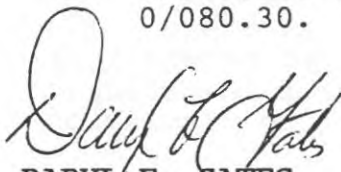
Detective Headquarters Division - Responsibilities. Upon being notified by the Department of General Services that the Mayor's Office orders the National Flag to be lowered to half-staff, the Administrative Information Unit, Detective Headquarters Division, shall:

- * Notify the Office of the Chief of Police of the reason, dates, and times the Flag is to be lowered to half-staff; and
- * Send a Department-wide message via the Network Communications System (NECS) directing all Areas and other Department facilities which fly the Flag to lower the Flag to half-staff.

Note: The message shall include the reason for the lowering of the Flag and indicate the dates and times that the Flag is to be lowered to half-staff.

AMENDMENT: This Order amends Section 3/234.90 of the Department Manual.

AUDIT RESPONSIBILITIES: The Commanding Officer, Detective Headquarters Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 3

JANUARY 27, 1989

SUBJECT: OPERATING AIRCRAFT UNDER THE INFLUENCE OF ALCOHOL OR DRUGS

PURPOSE: The California Public Utilities Code (PUC) has been amended to prohibit the operation of an aircraft by persons having .04 percent or more of blood alcohol level. Section 21407.2 PUC permits local law enforcement officers to require persons suspected of operating an aircraft while under the influence of alcohol and/or drugs to submit to a chemical test of their blood, breath, or urine. The PUC also provides that any person who operates an aircraft is deemed to have given their consent to chemical testing of their blood, breath, or urine for the purpose of determining the alcohol or drug content in their blood incidental to an investigation of a suspected violation of state or local law. This Order establishes Department procedures governing the investigation of incidents involving the operation of an aircraft while under the influence of alcohol or drugs and assigns Air Support Division the responsibility of notifying the Federal Aviation Administration (FAA) of violations involving the operation of an aircraft within, or the air space above, the City of Los Angeles.

PROCEDURE:

- I. OPERATING-AIRCRAFT-UNDER-THE-INFLUENCE (OAUI) ARRESTS.
Persons arrested for operating an aircraft while under the influence of alcohol or drugs, or any combination thereof, are required by the California Public Utilities Code to submit to and complete a chemical test of their blood, breath, or urine. The Driving-Under-the-Influence (DUI) Arrest Report (Continuation), Form 5.2.5, shall be used to document the arrest. When using the Form 5.2.5, officers shall:
 - * Delete all references to driving and insert "Operating an Aircraft" on the Form 5.2.5; and,
 - * Delete paragraph three, Chemical Test Admonition (23157 VC) and substitute the following admonition:

"Failure to submit to or complete the required chemical testing, or conviction of operating an aircraft while under the influence of alcohol, drugs, or any combination thereof, may result in the California Public Utilities Commission prohibiting you from operating an aircraft in this State for up to one year."

JANUARY 27, 1989

Note: The report narrative shall include this admonition verbatim and the name of the officer admonishing the arrestee.

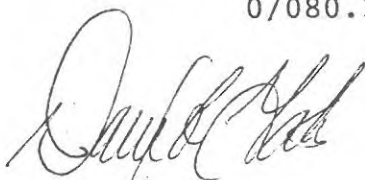
All procedures pertaining to Under-the-Influence Drivers (4/343), with the exception of those specifically outlined in this Order, shall be completed for each operating-aircraft-under-the-influence (OAUI) arrest. A copy of every report involving the improper operation of a (FAA) regulated aircraft shall be sent to Air Support Division. The filing of criminal charges involving the operation of an aircraft while under the influence shall be handled the same as vehicle DUI filings.

- II. REPORTING VIOLATIONS OF AIRCRAFT LAWS - REVISED. An officer who receives a report of, or observes, the reckless or unsafe operation of an aircraft shall complete a Preliminary Investigation Report (PIR), Form 3.1, and forward a copy to Air Support Division. The PIR shall be titled "Reckless" or "Unsafe Operation of an Aircraft."
- III. AIR SUPPORT DIVISION RESPONSIBILITY. Upon receipt of any report involving the reckless or unsafe operation of an aircraft, or the arrest of any person operating an aircraft while under the influence of alcohol or drugs, or combination thereof, Air Support Division shall:
- * Review the report for completeness;
 - * Conduct a follow-up investigation when the report received is a PIR;
 - * Telephonically notify the FAA of the reported violation; and,
 - * Forward a copy of the appropriate report(s) to:

Federal Aviation Administration
Flight Standards District Office
5885 West Imperial Highway
Los Angeles, CA. 90045

AMENDMENTS: This Order amends Sections 4/206.10, 4/206.20, and 5/030.66 of, and adds Section 4/206.18 to, the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Air Support Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 4

FEBRUARY 3, 1989

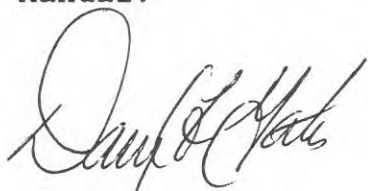
SUBJECT: REVERENCE FOR HUMAN LIFE

PURPOSE: Police work routinely exposes Department employees to dangerous circumstances which require the exercise of swift action and sound judgment. Some investigations, such as those which entail stakeouts or the surveillance of known criminals, are particularly perilous and often require an even greater degree of decisiveness and judgment. During such situations, reverence for human life must always be the first priority when considering the extent to which an incident is allowed to progress or deteriorate. This Order establishes the Department's policy regarding reverence for human life.

POLICY:

Reverence for human life is the primary consideration in developing tactics and strategies in pursuit of our motto: "To Protect and To Serve." Whenever an operation designed to achieve an immediate goal such as the arrest of a felon or the gathering of evidence to complete a criminal investigation causes a victim, witness, or other innocent person to be subjected to potential injury or death, our primary objective must be to protect that person. No arrest, conviction, or piece of evidence can outweigh the value of human life.

AMENDMENT: This Order adds Section 1/130.25 to the Department Manual.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 5

FEBRUARY 10, 1989

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions to the Department Manual.

PROCEDURE:

- I. INVESTIGATIONS INVOLVING HAZARDOUS MATERIALS - REVISED. Many of today's drugs of abuse result from concoctions of various hazardous materials in illicit laboratories throughout the City. Invariably, these clandestine laboratories pose a threat to the health and safety of officers and citizens alike. The dangers of toxic fumes, chemical explosion, and fire associated with covert drug manufacturing cannot be overemphasized. Because exposure to such hazardous materials often results in serious injury or death, experts agree that investigations of illicit drug laboratories involve a threat level similar to that encountered during the investigation of dangerous explosives. However, when investigations of illegal laboratories are properly conducted, the risk of injury to officers and citizens can be minimized. This Order establishes procedures for conducting preliminary investigations of illicit laboratories and preventing unnecessary exposure to related hazardous materials.

Preliminary Investigations of Illicit Laboratories. Officers conducting a preliminary investigation of an illicit laboratory shall immediately secure the perimeter of the location, evacuate adjacent inhabited dwellings, request that a field supervisor respond to the scene, and make the following notifications:

- * Illicit Lab Squad, Narcotics Division (ND);
- * Hazardous Chemical Team, Scientific Investigation Division (SID); and

Note: If either division is closed, contact Detective Headquarters Division for on-call personnel.

- * Fire Department.

Note: An officer shall be designated to meet Fire Department personnel at least a half mile from the location and have them standby to respond in the event of an emergency.

FEBRUARY 10, 1989

Officers shall not enter an illicit laboratory to apprehend suspects or to prevent the destruction of evidence, absent the authorization of the Illicit Lab Squad, ND, or Hazardous Chemical Team, SID.

When entry is made into a location not previously known to contain an illicit laboratory and such a laboratory is discovered, officers shall immediately vacate the location, secure the perimeter of the site, evacuate adjacent inhabited dwellings, request a supervisor, and make appropriate notifications.

AMENDMENT: This Order amends Section 4/212.49 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Narcotics Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. **PROBATIONARY POLICE OFFICER RATING PERIODS - REVISED.** In order to facilitate the completion of probationary police officer evaluations, this Order revises the time periods for rating probationary police officers during Phase II of their probationary field training.

Effective immediately, during the 27th through the 48th week (Phase II) of the probationary period, each probationary police officer shall be rated bi-weekly on the Probationary Police Officer Evaluation Report, Form 1.78.1.

Note: When a commanding officer determines it is necessary to extend the Phase II training period, the probationary officer's ratings shall continue to be completed on a bi-weekly basis until the probationer is passed to Phase III.

AMENDMENT: This Order amends Section 3/760.40 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- III. **IDENTIFICATION OF GANG RELATED REPORTS.** It is imperative that all levels of the criminal justice system be made aware of the magnitude and seriousness of gang related incidents in Los Angeles. Such heightened awareness will greatly enhance the system's ability to deal appropriately with hard-core criminally active gang members. Consequently, it is important that all gang related crime and arrest reports be unmistakably flagged.

FEBRUARY 10, 1989

This Order requires that the face sheet of all reports related to the arrest of a gang member be stamped "Gang Member Arrest".

An officer submitting a report to a supervisor for approval, which involves the arrest of "verified" gang members, shall ensure that the face sheet of each report (i.e., Arrest, Follow-up, 5.10's, Property, etc.) is stamped "GANG MEMBER ARREST" in red ink.

Note: An arrestee is a verified gang member when the arrestee is listed in Department gang files. Verification shall be obtained through the respective bureau's CRASH office. During off hours, verification can be obtained through Detective Headquarters Division.

The stamp may also be used on reports when the arrestee has been approved for inclusion into the gang file, but has not been added to the file at the time of inquiry.

Note: Replacement stamps may be reordered through Supply Division using the Requisition Form, Form 15.11.

AMENDMENT: This Order amends Section 4/203.40 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Bureau of Special Investigation, and each operations bureau commanding officer shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- IV. **POLICE COMMISSION DISTINGUISHED SERVICE AWARD - AUTHORITY EXPANDED.** Recently, the Department Manual was amended to establish procedures for awarding the Police Commission Distinguished Service Award by the Board of Police Commissioners. The Police Commission Distinguished Service Award honors citizens and employees of other City departments who have provided exemplary service to this Department. This Order authorizes presentation of this prestigious award to Department employees who distinguish themselves by performing exceptional service to this Department.

Note: This award is not to be awarded to Department employees for acts of valor or bravery, since there are existing medals and awards which apply to these circumstances.


AMENDMENT: This Order amends Section 3/756.10 of the Department Manual.

FEBRUARY 10, 1989

V. **HOLD HARMLESS AGREEMENT, EXHIBIT "A", FORM NO. 11.40.1 - REVISED.** An audit of Department vehicle loan procedures disclosed a need to revise the Hold Harmless Agreement, Exhibit "A", Form 11.40.1. The revision will enhance the reporting procedures encompassed in the vehicle loan program and provide for the recordation of essential information to properly track vehicles loaned to the Department. This Order revises the Form 11.40.1 as follows:

- * The heading "SHOP NO." has been added to record the temporary shop number issued by the Fleet Services Section, Motor Transport Division (MTD).
- * The heading "SERIAL NO." was replaced with the heading "LIC NO. OR VIN".
- * The "Safety Inspection Information" section has been added to record whether or not the loaned vehicle required a safety inspection by MTD and the results of the inspection.
- * Only one vehicle shall be listed per Exhibit "A" form.

FORM AVAILABILITY: The revised Hold Harmless Agreement, Exhibit "A", Form 11.40.1, is available at Supply Division. All remaining stock of the old form shall be bundled, marked "Obsolete-Destroy", and returned to Supply Division.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 5

FEBRUARY 10, 1989

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions to the Department Manual.

PROCEDURE:

- I. INVESTIGATIONS INVOLVING HAZARDOUS MATERIALS - REVISED. Many of today's drugs of abuse result from concoctions of various hazardous materials in illicit laboratories throughout the City. Invariably, these clandestine laboratories pose a threat to the health and safety of officers and citizens alike. The dangers of toxic fumes, chemical explosion, and fire associated with covert drug manufacturing cannot be overemphasized. Because exposure to such hazardous materials often results in serious injury or death, experts agree that investigations of illicit drug laboratories involve a threat level similar to that encountered during the investigation of dangerous explosives. However, when investigations of illegal laboratories are properly conducted, the risk of injury to officers and citizens can be minimized. This Order establishes procedures for conducting preliminary investigations of illicit laboratories and preventing unnecessary exposure to related hazardous materials.

Preliminary Investigations of Illicit Laboratories. Officers conducting a preliminary investigation of an illicit laboratory shall immediately secure the perimeter of the location, evacuate adjacent inhabited dwellings, request that a field supervisor respond to the scene, and make the following notifications:

- * Illicit Lab Squad, Narcotics Division (ND);
- * Hazardous Chemical Team, Scientific Investigation Division (SID); and

Note: If either division is closed, contact Detective Headquarters Division for on-call personnel.

- * Fire Department.

Note: An officer shall be designated to meet Fire Department personnel at least a half mile from the location and have them standby to respond in the event of an emergency.

FEBRUARY 10, 1989

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When entry is made into a location not previously known to contain an illicit laboratory and such a laboratory is discovered, officers shall immediately vacate the location, secure the perimeter of the site, evacuate adjacent inhabited dwellings, request a supervisor, and make appropriate notifications.

AMENDMENT: This Order amends Section 4/212.49 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Narcotics Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. **PROBATIONARY POLICE OFFICER RATING PERIODS - REVISED.** In order to facilitate the completion of probationary police officer evaluations, this Order revises the time periods for rating probationary police officers during Phase II of their probationary field training.

Effective immediately, during the 27th through the 48th week (Phase II) of the probationary period, each probationary police officer shall be rated bi-weekly on the Probationary Police Officer Evaluation Report, Form 1.78.1.

Note: When a commanding officer determines it is necessary to extend the Phase II training period, the probationary officer's ratings shall continue to be completed on a bi-weekly basis until the probationer is passed to Phase III.

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AUDIT RESPONSIBILITY: The Commanding Officer, Personnel Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- III. **IDENTIFICATION OF GANG RELATED REPORTS.** It is imperative that all levels of the criminal justice system be made aware of the magnitude and seriousness of gang related incidents in Los Angeles. Such heightened awareness will greatly enhance the system's ability to deal appropriately with hard-core criminally active gang members. Consequently, it is important that all gang related crime and arrest reports be unmistakably flagged.

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Note: An arrestee is a verified gang member when the arrestee is listed in Department gang files. Verification shall be obtained through the respective bureau's CRASH office. During off hours, verification can be obtained through Detective Headquarters Division.

The stamp may also be used on reports when the arrestee has been approved for inclusion into the gang file, but has not been added to the file at the time of inquiry.

Note: Replacement stamps may be reordered through Supply Division using the Requisition Form, Form 15.11.

AMENDMENT: This Order amends Section 4/203.40 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Bureau of Special Investigation, and each operations bureau commanding officer shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- IV. **POLICE COMMISSION DISTINGUISHED SERVICE AWARD - AUTHORITY EXPANDED.** Recently, the Department Manual was amended to establish procedures for awarding the Police Commission Distinguished Service Award by the Board of Police Commissioners. The Police Commission Distinguished Service Award honors citizens and employees of other City departments who have provided exemplary service to this Department. This Order authorizes presentation of this prestigious award to Department employees who distinguish themselves by performing exceptional service to this Department.

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FEBRUARY 10, 1989

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- * The heading "SERIAL NO." was replaced with the heading "LIC NO. OR VIN".
- * The "Safety Inspection Information" section has been added to record whether or not the loaned vehicle required a safety inspection by MTD and the results of the inspection.
- * Only one vehicle shall be listed per Exhibit "A" form.

FORM AVAILABILITY: The revised Hold Harmless Agreement, Exhibit "A", Form 11.40.1, is available at Supply Division. All remaining stock of the old form shall be bundled, marked "Obsolete-Destroy", and returned to Supply Division.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 6

FEBRUARY 17, 1989

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions to the Department Manual.

PROCEDURE:

I. DIPLOMATIC AND CONSULAR CONTACTS - AMENDED. The Department recently received information that the Diplomatic Relations Act has been amended. This Act addresses the level of immunity granted a diplomatic agent or a consular officer. For some diplomats and consular officers, immunity precludes arrest or detention in any form and forbids United States authorities from intruding into residences, automobiles, or other property protected under this Act. However, all immunity is qualified by the understanding that the host country does not give up its right to protect the safety and welfare of its populace and retains the right, in extraordinary circumstances, to prevent the commission of serious crimes. This Order revises procedures to be used when Department personnel come into contact with individuals claiming diplomatic or consular immunity.

A. Diplomatic Agent/Consular Officer Identity and Immunity - Officers' Responsibilities. When officers detain an individual suspected of committing, or in the process of committing, a crime, who claims to be a diplomatic agent or a consular officer, or a family member or employee of the agent or officer, and there is a question as to his or her identity or immunity, the officers shall:

- * Immediately cause the Office of Special Services (OSS) to be notified of the detention, identity, and claim of immunity of the foreign national; and,
- * Be guided by the advice of OSS.

Note: When OSS is closed, notification shall be made to Detective Headquarters Division.

B. Office of Special Services - Responsibilities. When notified that a foreign national has been detained by a member of this Department and claims to have diplomatic or consular immunity, OSS shall:

- * Contact the U.S. Department of State, Protocol Office, for verification; and,



- * Advise the notifying officer of the immunity status of the foreign national and procedures to be followed during the contact.

Note: When OSS is closed, Detective Headquarters Division shall be responsible for making the appropriate inquiries and notifications and advising the notifying officer.

AMENDMENT: This Order amends Section 4/284.10 of the Department Manual.

AUDIT RESPONSIBILITY: The Director, Office of Special Services, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

II. RAPE AND DOMESTIC VIOLENCE SECTION, ROBBERY-HOMICIDE DIVISION, NAME CHANGE AND RESPONSIBILITY TRANSFERRED. This Order renames the Rape and Domestic Violence Section, Robbery-Homicide Division (RHD), and transfers the responsibility for maintaining liaison with the Los Angeles County Domestic Violence Council on matters relative to investigative expertise for domestic violence crimes.

A. Rape and Domestic Violence Section, RHD, Name Change. Rape and Domestic Violence Section, RHD, is changed to Rape Special Section, RHD.

B. Investigative Analysis Section, Operations-Headquarters Bureau - Additional Responsibility. The following duty is added to Investigative Analysis Section's special liaison responsibilities:

- * Maintaining liaison with the Los Angeles County Domestic Violence Council on matters relative to investigative expertise for domestic violence crimes.

AMENDMENTS: This Order amends Sections 2/1040.26, 2/1045.08, 2/1045.70, 2/1045.71, and 2/1045.75 of the Department Manual.

III. REALIGNMENT OF TRAFFIC COORDINATION SECTION. This Order transfers Traffic Coordination Section (TCS) from the Office of Operations (OO) to Operations-Headquarters Bureau (OHB).

A. Traffic Coordination Section, Office of Operations Transferred. Traffic Coordination Section is transferred from OO to Detective Services Group, OHB. The Department Traffic Coordinator, OO, will retain line command over the Section and will report to the Commanding Officer, OHB.

- * Advise the notifying officer of the immunity status of the foreign national and procedures to be followed during the contact.

Note: When OSS is closed, Detective Headquarters Division shall be responsible for making the appropriate inquiries and notifications and advising the notifying officer.

AMENDMENT: This Order amends Section 4/284.10 of the Department Manual.

AUDIT RESPONSIBILITY: The Director, Office of Special Services, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. RAPE AND DOMESTIC VIOLENCE SECTION, ROBBERY-HOMICIDE DIVISION, NAME CHANGE AND RESPONSIBILITY TRANSFERRED. This Order renames the Rape and Domestic Violence Section, Robbery-Homicide Division (RHD), and transfers the responsibility for maintaining liaison with the Los Angeles County Domestic Violence Council on matters relative to investigative expertise for domestic violence crimes.

- A. Rape and Domestic Violence Section, RHD, Name Change. Rape and Domestic Violence Section, RHD, is changed to Rape Special Section, RHD.
- B. Investigative Analysis Section, Operations-Headquarters Bureau - Additional Responsibility. The following duty is added to Investigative Analysis Section's special liaison responsibilities:

- * Maintaining liaison with the Los Angeles County Domestic Violence Council on matters relative to investigative expertise for domestic violence crimes.

AMENDMENTS: This Order amends Sections 2/1040.26, 2/1045.08, 2/1045.70, 2/1045.71, and 2/1045.75 of the Department Manual.

- III. REALIGNMENT OF TRAFFIC COORDINATION SECTION. This Order transfers Traffic Coordination Section (TCS) from the Office of Operations (OO) to Operations-Headquarters Bureau (OHB).

- A. Traffic Coordination Section, Office of Operations Transferred. Traffic Coordination Section is transferred from OO to Detective Services Group, OHB. The Department Traffic Coordinator, OO, will retain line command over the Section and will report to the Commanding Officer, OHB.

FEBRUARY 17, 1989

B. **Correspondence Reference Number.** The correspondence reference number for TCS is changed to 8.2.8.

AMENDMENTS: This Order amends Sections 2/908, 2/1040.08, 4/110.20, and 5/080.96 of; adds Sections 2/1009, 2/1048, 2/1048.01, 2/1048.10, and 2/1048.20 to; and deletes Sections 2/907.12, 2/930, 2/930.01, 2/930.10, and 2/930.20 from, the Department Manual.

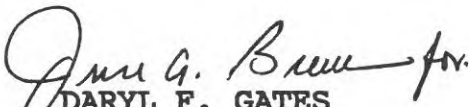
IV. **FORENSIC PRINT ANALYSIS, FORM 12.20.2 - ACTIVATED.** Scientific Investigation Division (SID) conducted a pilot program to determine the most expedient method of recording forensic print analysis results and informing investigating officers of evidence items that were processed by the Chemical Processing Unit, SID. As a result of the pilot program, this Order activates the Forensic Print Analysis, Form 12.20.2. This form shall be used by the Chemical Processing Unit to record the receipt of evidence and the results of the analysis.

DISTRIBUTION:

- 1 - Original, Chemical Processing Unit
- 1 - Latent Print Section, SID
- 1 - Investigating Officer
- 3 TOTAL

FORM AVAILABILITY: The Forensic Print Analysis, Form 12.20.2, is available at Supply Division.

AMENDMENT: This Order adds Section 5/12.20.2 to the Department Manual.


DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 7

FEBRUARY 24, 1989

SUBJECT: PROPERTY DISPOSITION PROCEDURES-REVISED

EFFECTIVE: IMMEDIATELY

PURPOSE: The problems associated with property disposition center around the difficulty in monitoring the frequently changing status of cases and failure to return disposition cards in a timely manner. The resolution of these problems is contingent upon a functional system of controls and properly trained Property Disposition Coordinators. This Order expands the duties of the Area/specialized division Property Disposition Coordinator; revises property disposition request procedures; and revises the Property Disposition Request, Form 10.06, Property Disposition Request Summary, Form 10.06.1, Property Card-Evidence (Money), Form 10.07.1, and Property Card-Evidence, Form 10.07.2.

PROCEDURE:

- I. PROPERTY DISPOSITION COORDINATOR. Area/specialized division commanding officers shall designate an employee under their command as the Property Disposition Coordinator (PDC). The PDC shall be responsible and accountable for each Property Disposition Request, Form 10.06, and Property Disposition Request Summary, Form 10.06.1, received.

NOTE: The PDC shall be assigned as a member of the Area/specialized division commanding officer's staff and, within Areas, this position shall not be delegated to patrol or detective divisions.

- A. PROPERTY DISPOSITION COORDINATOR RESPONSIBILITIES. Upon receipt of each Property Disposition Request, Form 10.06, and Property Disposition Request Summary, Form 10.06.1, the PDC shall:

- * Determine the status of each case for which a Form 10.06 has been received;
- * Complete the disposition portion of the Form 10.06 for evidence involved in misdemeanor cases and property booked as non-evidence;
- * Forward each Form 10.06 involving evidence in felony cases to the detective commanding officer;
- * Enter property disposition, including reasons for "Holds," on each Form 10.06.1 and submit each to the Area/specialized division commanding officer for approval;



- * Return each Form 10.06 and Form 10.06.1 to Property Division by the last day of the calendar month in which they were received; and
- * Maintain a copy of each completed Form 10.06.1 at the concerned Area/specialized division.

NOTE: The Form 10.06 shall not be forwarded to other Areas/specialized divisions as a result of personnel transfers. The PDC shall liaise telephonically with transferred employees as needed.

B. DETECTIVE COMMANDING OFFICER RESPONSIBILITIES. Upon receipt of a Property Disposition Request, Form 10.06, the detective commanding officer shall:

- * Distribute the Form 10.06 to the detective responsible for disposition;
- * Ensure that each Form 10.06 completed by detectives contains all required information; and
- * Ensure that each Form 10.06 is returned to the Area/specialized division PDC by the 20th day of each month.

II. PROPERTY DISPOSITION REQUESTS-REVISED.

A. PROPERTY OFFICER RESPONSIBILITIES. If instructions are not received on a Property Disposition Request, Form 10.06, within 90 days after booking, the property officer shall forward to the Area/specialized division PDC a partially completed Form 10.06 and a Property Disposition Request Summary, Form 10.06.1.

If instructions are not received within 120 days following booking, a Form 10.06.1 shall be forwarded to the concerned Area/specialized division commanding officer for review and appropriate action.

If no instructions have been received within 150 days after booking, a Form 10.06.1 shall be completed and sent to the concerned bureau commanding officer for review and appropriate action.

NOTE: All Forms 10.06 and 10.06.1 shall be distributed to the appropriate Area/specialized division by the 5th day of each calendar month.

B. APPROVAL FOR RETENTION-REVISED. Detectives/PDC's desiring to have property held shall mark "Hold" and the date to which property is to be held on the Property Disposition Request, Form 10.06.

The PDC shall enter property dispositions, including reasons for "Holds," on the Property Disposition Request Summary, Form 10.06.1, and submit each Form 10.06.1 to the Area/specialized division commanding officer for approval.

NOTE: Detectives/PDC's are no longer required to obtain officer-in-charge/commanding officer approval for retention beyond 120 or 150 days for each Form 10.06 individually. Instead, requests for retention should be marked on the Form 10.06 as delineated above. They will be reviewed by the Area/specialized division commanding officer upon receiving the Property Disposition Request Summary, Form 10.06.1, from the PDC. "Holds" on property shall not exceed six month increments, with the exception of property booked in connection with homicide or rape investigations, which may be placed on "Hold" in one year increments.

III. RELEASE OF NON-EVIDENCE-REVISED.

A. PROPERTY DISPOSITION COORDINATOR RESPONSIBILITIES. The PDC shall authorize the release of non-evidence to the owner or to a finder who submits a claim under the following conditions:

- * If the owner waives title to the property in writing; or
- * If the property has remained unclaimed for 97 calendar days following notification to the owner of its availability; or
- * If ownership is not established within 97 calendar days of the date booked.

Exception: Such property shall not be released to employees of the City or of another public service agency who found the property while acting within the scope of their employment.

B. PROPERTY OFFICER RESPONSIBILITIES. Property officers shall complete a Form 10.06 for non-evidence and forward it to the PDC for disposition instructions under the following conditions:

- * If ownership can be determined at the time of booking or at any time subsequent to booking; or
- * If a finder submits a claim for the property.

As required by law, non-evidence shall be disposed of after it has been in Department custody for 97 calendar days and has not been claimed.

Exception: Unclaimed bicycles shall be disposed of in accordance with current Los Angeles Municipal Code provisions.

- IV. **PROPERTY DISPOSITION REQUEST, FORM 10.06-REVISED.** The Property Disposition Request, Form 10.06, has been revised to capture information essential for determining case status. Revisions include spaces for filing information, case number, and internal case number; and checkboxes to indicate to whom property was booked, whether the offense was a misdemeanor or felony, and whether or not a case involves multiple arrestees.
- V. **PROPERTY DISPOSITION REQUEST SUMMARY, FORM 10.06.1-REVISED.** The Property Disposition Request Summary, Form 10.06.1, has been revised as follows:
- * Columns have been provided to indicate the charge, search warrant information, and "second" and "third" notices.
 - * The "Disposition" column has been subdivided into four columns to facilitate the accurate recording and monitoring of property dispositions.
 - * The requirement to complete and return the form within 10 working days has been eliminated. The form shall be completed and returned by the indicated "Return Date."
- VI. **PROPERTY CARD-EVIDENCE (MONEY), FORM 10.07.1, AND PROPERTY CARD-EVIDENCE, FORM 10.07.2-REVISED.** The Property Card-Evidence (Money), Form 10.07.1, and Property Card-Evidence, Form 10.07.2, have been revised to include an "RD" box on each form. In addition, the spaces for "10.06 Sent," "Hold Until," and "Reason" have been enlarged.

FORMS AVAILABILITY: The revised Forms 10.06, 10.06.1, 10.07.1, and 10.07.2 are available at Supply Division. All remaining stock of these forms shall be bundled, marked "Obsolete-Destroy," and returned to Supply Division.

AMENDMENTS: This Order amends Sections 4/510.10, 4/550.10, 4/550.12, 4/555.50, and 4/790.35 of; adds Section 4/550.05 to; and deletes Section 4/550.30 from; the Department Manual.

AUDIT RESPONSIBILITY: The commanding officers of Fiscal Support Bureau, the Bureau of Special Investigation, and each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 8

MARCH 3, 1989

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, revisions, and deletions to the Department Manual.

PROCEDURE:

- I. SCHOOL BUS TRAFFIC ACCIDENT REPORTING - REVISED. The Department's responsibility to investigate school bus traffic accidents occurring within the City was reviewed by the Department Traffic Coordinator and representatives of the California Highway Patrol (CHP).

It was determined that pursuant to provisions of the California Administrative Code, Title 13, Section 1202(d), the CHP has primary responsibility for the investigation of school bus traffic accidents occurring within the City when the involved school bus has students on board or is actively loading or unloading students at the time of the accident.

Effective immediately, the investigation of school bus traffic accidents by officers of this Department shall be limited to those accidents that are within the Department's standard traffic accident reporting policy when the involved school bus was not transporting students or actively loading or unloading students at the time of the accident. Department personnel at the scene of a school bus traffic accident which is not the investigative responsibility of this Department shall notify the CHP and stand by until CHP personnel arrive.

AMENDMENTS: This Order amends Section 4/415.05 of, and deletes Section 4/430.27 from, the Department Manual.

AUDIT RESPONSIBILITY: The Department Traffic Coordinator shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. INVESTIGATION OF VIDEO PIRACY. Currently, the Department Manual does not assign responsibility for conducting investigations involving pirated video tapes.

Although video and sound piracy are prosecuted under the same provisions of the California Penal Code, the Manual only refers to sound piracy. Therefore, this Order expands the investigative responsibility of Bunco-Forgery Division and Area vice units to include the investigation of video piracy.



MARCH 3, 1989

- A. **Definition.** Video piracy is the reproduction of video recordings, without the consent of the owner, for the purpose of sale or rental of such reproductions (Sections 653h and 653w, California Penal Code).
- B. **Reporting Officer's - Responsibility.** An officer having information concerning any activity which may constitute a violation of video piracy laws shall complete a Vice Report, Form 3.18, including all available information, and forward copies through channels to the concerned Area Vice Unit and to the Bunco Section, Bunco-Forgery Division.
- C. **Area Vice Unit - Responsibilities.** The Area Vice Unit shall be responsible for:
- * Preliminary and follow-up investigation of retail sales and rental of pirated video recordings.
 - * Forwarding copies of all crime, arrest, and follow-up reports concerning the investigation to the Bunco Section, Bunco-Forgery Division.
- Note: The Bunco Section, Bunco-Forgery Division, shall be notified when an investigation discloses bulk manufacturing, distributing, or wholesale marketing of pirated video recordings.
- D. **Bunco-Forgery Division - Responsibilities.** The Bunco Section, Bunco-Forgery Division, shall have responsibility for:
- * Preliminary and follow-up investigation of operations involving bulk manufacturing, distributing, or wholesaling of pirated video recordings.
 - * Monitoring Area Vice Units' investigations of retail sales and rental of pirated video materials.
 - * Maintaining liaison with the Federal Bureau of Investigation to ensure coordination of investigations which disclose violations of the Federal Copyright Law; Title 17, USC, Section 104.

AMENDMENTS: This Order amends Sections 2/1044.01, 2/1044.21, 2/1044.23, and 2/1123.01 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Bunco-Forgery Division, and the commanding officer of each geographic bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

MARCH 3, 1989

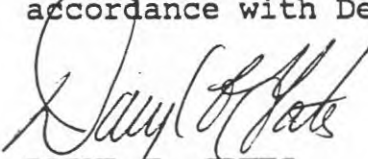
III. EXPANDED DETECTIVE III ELIGIBILITY REQUIREMENTS. Currently, an officer who has been appointed Detective and then has become a Sergeant is not eligible to compete for the advanced paygrade position of Detective III. In order to enhance the Department's effectiveness by utilization of valuable investigative and supervisory experience, this Order expands the eligibility requirements for Detective III.

The following officers are eligible for consideration for advancement to Detective III:

- * A Sergeant with dual assignment status, who has one year of investigative experience as a Detective (time assigned as a divisional vice supervisor or Internal Affairs investigating officer may be substituted);
- * Sworn employees who have one year of experience at the Detective II level; or
- X* Sworn employees who have a minimum of one year experience as a Detective and one year experience as a Sergeant.

AMENDMENT: This Order amends Section 3/763.05 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel and Training Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 10

JUNE 2, 1989

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, revisions, and deletions to the Department Manual.

PROCEDURE:

- I. COMPLAINT AND RELIEF FROM DUTY OR SUSPENSION OF SWORN PROBATIONARY EMPLOYEES, FORM 1.61.1 - ACTIVATED. A review of the Department's disciplinary procedures revealed the Complaint and Relief From Duty or Suspension, Form 1.61, does not apply in cases involving sworn probationary employees who are subject to discipline. The Form 1.61 contains reference to Los Angeles City Charter Section 202, Article XIX, which only pertains to non-probationary sworn employees. City Charter Section 109, Subdivision C, governs actions taken in sustained disciplinary matters involving sworn probationary officers.

Effective immediately, the Complaint and Relief From Duty or Suspension of Sworn Probationary Employees, Form 1.61.1, has been activated for use by Internal Affairs Division in sustained disciplinary cases involving probationary officers. The Commanding Officer, Internal Affairs Division, shall cause a Form 1.61.1 to be prepared and served upon the concerned sworn probationary employee as required.

FORM AVAILABILITY: The Complaint and Relief From Duty or Suspension of Sworn Probationary Employees, Form 1.61.1, is available at Supply Division for use by Internal Affairs Division.

AMENDMENTS: This Order amends Sections 3/845.10 and 3/860.10 of, and adds 5/1.61.1 to, the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Affairs Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. REASSIGNMENT OR DESELECTION FOR FAILURE OR INABILITY TO SATISFACTORILY PERFORM THE DUTIES OF AN ADVANCED PAYGRADE OR BONUS POSITION - REVISED. The Public Safety Officers Procedural Bill of Rights, Government Code (GC) 3301, et seq., provides certain rights and protections to peace officers. One of those protections includes the right of a sworn employee to file a written response to any adverse comment entered in his or her personnel file.

Effective immediately, whenever an officer is to be reassigned or deselected for failure or inability to satisfactorily perform the duties of an advanced paygrade or bonus position, the officer shall be given copies of the Performance Evaluation Report, Form 1.78; Request for Transfer and/or Change in Paygrade, Form 1.40; and Intradepartmental Correspondence, Form 15.2, which document the officer's performance. The officer shall have 30 calendar days to review the information and submit a written response to his or her commanding officer. The concerned commanding officer shall maintain custody of the original documentation until the officer's response is received or 30 calendar days have past. If the officer elects to provide a written response, it shall be included as an attachment to the Performance Evaluation Report and all documentation shall then be forwarded through the chain of command to the Director, Office of Administrative Services.

The commanding officer shall include in the Form 15.2, which recommends the reassignment or deselection, a statement that the officer was advised of the right to provide a written response to the proposed personnel action and whether or not the officer chose to submit a written response.

AMENDMENT: This Order amends Section 3/763.60 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel and Training Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

III. REMOVAL OF ORTHOPEDIC OR PROSTHETIC DEVICES FROM ARRESTEES BOOKED INTO DEPARTMENT JAIL FACILITIES. This Order complies with Section 2656 of the California Penal Code and establishes guidelines for Department personnel and officers of outside agencies when arrestees with orthopedic or prosthetic devices are booked into Department jail facilities.

A. Orthopedic and Prosthetic Devices - Defined. Orthopedic or prosthetic devices shall include, but are not limited to:

- * Canes;
- * Crutches;
- * Removable metal braces;
- * Plastic braces;
- * Neck braces; or
- * Artificial limbs.

B. **Booking an Arrestee with an Orthopedic or Prosthetic Device into a Department Jail Facility.** Department personnel and officers of outside agencies booking male arrestees with an orthopedic or prosthetic device necessary for the arrestee's mobility shall book such arrestees at either Jail Division or Valley Jail Section. Female arrestees shall be booked at Valley Jail Section or Sybil Brand Institute.

C. **Removing Orthopedic or Prosthetic Devices.** When Department personnel responsible for a Department jail facility have reasonable cause to believe that possession of an orthopedic or prosthetic device by an arrestee poses a safety or security risk, such device may be removed from the arrestee with the approval of the jail facility watch commander. If removal of the device becomes necessary, the arrestee shall be examined by the on-duty physician at the respective jail facility.

Note: The arrestee shall be deprived of the device only during the time that the conditions which necessitated its removal continue to exist.

D. **Storage of Orthopedic and Prosthetic Devices.** Orthopedic and prosthetic devices shall not be booked as excess property, and shall be returned to the arrestee upon transfer to the Los Angeles Sheriff's Department or when conditions permit.

The arrestee's name and booking number shall be affixed to the devices, and the devices are to be stored in a secure location within the jail. Additionally, the booking employee shall annotate the Jail Custody Record of the Los Angeles Consolidated Booking Form, Form 5.1.2, indicating the temporary removal and storage of the devices.

E. **Watch Commander's Responsibility.** The Watch Commanders, Jail Division and Valley Jail Section, shall ensure that the provisions of Penal Code Section 2656 are adhered to relative to the medical examination of arrestees from whom orthopedic or prosthetic devices have been removed. They shall also ensure that the examining physician indicates, in writing, on the Medical Record for Persons in Custody, Form General PDSOHD 15, whether or not the continued deprivation of the orthopedic or prosthetic device would be injurious to the health or safety of the arrestee.

AMENDMENT: This Order amends Section 4/645.20 of the Department Manual.

JUNE 2, 1989

AUDIT RESPONSIBILITY: The Commanding Officer, Support Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

IV. PROCEDURES FOR IMPLEMENTING VEHICLE CODE SECTION 23140 - REVISED. This Order revises and streamlines procedures for the enforcement of California Vehicle Code (VC) Section 23140(a), Juvenile Offenses Involving Alcohol. Section 23140(a) VC makes it an infraction for a person under the age of 18 years (juvenile) to operate a motor vehicle with a blood-alcohol level of .05 percent or higher. Officers citing a juvenile for a violation of 23140(a) VC are no longer required to complete an Arrest Report, Form 5.2, obtain a booking number, or fingerprint and photograph the juvenile in conjunction with the citation.

Effective immediately, citing officers shall:

- * Document probable cause for administering the Gas Chromatograph Intoximeter (GCI) Test in the narrative section of a Personal Service Citation or on a Personal Service Citation Continuation, if necessary;
- * Write the corresponding citation number in the box entitled "DR NO." in the upper right corner of the completed GCI Check List, Form 5.20.5;
- * Attach the completed Form 5.20.5 to the Personal Service Citation "court copy" (green), and forward it to the appropriate Juvenile Traffic Court; and
- * Release the juvenile to a parent or guardian.

Note: Section 23140(a) VC does not require a Field Sobriety Test (FST); however, should an officer administer an FST, the results of the FST shall be documented on a Driving-Under-the-Influence Arrest Report (Continuation), Form 5.2.5. The completed Form 5.2.5 shall include the corresponding citation number in the upper right corner in the box entitled "DR" and be attached to the Personal Service Citation "court copy" (green) and forwarded to the appropriate Juvenile Traffic Court. Enforcement of Section 23140(a) VC does not preclude the enforcement of 23152(a) VC, Driving-Under-the-Influence of Alcohol or Drugs.

AMENDMENT: This Order adds Section 4/346.45 to, and deletes 4/345.45 from, the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- V. **DISCONTINUE MANUAL COUNTING OF CUSTODY DISPOSITIONS AND DEACTIVATION OF FORM 6.01, ADULT BOOKING AND DISPOSITION REPORT.** Manual Section 4/652.10 requires each active Area jail and Jail Division to record the total weekly prisoner count and forward such information to the Commanding Officer, Jail Division, weekly. This Order eliminates the requirement for Department jails to hand count and forward custody dispositions and assigns the responsibility for compiling this data to Information Resources Division.

Information Resources Division shall compile custody disposition data from the Police Arrest/Crime Management Information System (PACMIS), and forward it to the Commanding Officer, Jail Division, at the end of each deployment period.

Custody disposition data compiled shall include the period from 0001 hours each Sunday through 2359 hours the following Saturday.

FORM DEACTIVATION: The Adult Booking and Disposition Report, Form 6.01, is deactivated. Copies of this form shall be bundled, marked obsolete, and returned to Supply Division.

AMENDMENTS: This Order amends Section 4/652.10 of, and deletes Section 5/6.01.0 from, the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Support Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- VI. **BIRTHPLACE INFORMATION OF ARRESTEES - EXPANDED.** Oftentimes, investigating officers experience difficulty in locating and prosecuting suspects who flee to avoid criminal prosecution. Having access to detailed birthplace information (city, county, state, and country) of suspects can be instrumental to the investigating officers in locating the suspects. This Order establishes the requirement for Department personnel to record detailed birthplace information of all persons booked into Department custody on the Los Angeles Consolidated Booking Form, Form 5.1.2.

JUNE 2, 1989


- A. **Booking Arrestees Into Department Custody.** When an arrestee is booked into Department custody and the city, county, state, and country of the arrestee's birthplace is known or can be obtained, that information shall be recorded on the DABIS DBK 1 screen at the time of booking. The information shall be entered using the appropriate state and country codes listed in the National Crime Information Center Code Manual.

Note: Detailed birthplace information for arrestees shall be recorded on a Field Interview, Form 15.43, (4/202.05) prior to booking the arrestee.

- B. **Los Angeles Consolidated Booking Form, Form 5.1.2 - Revised.** The Form 5.1.2 formset will be revised at the next routine printing to include a field for expanded birthplace information. Until the revised formset is available, Department personnel shall enter the detailed birthplace information in the space remaining of the "Employer/School" field.

AMENDMENTS: This Order amends Sections 4/202.05 and 5/5.2-10 of, and adds 4/604.41 to, the Department Manual.

AUDIT RESPONSIBILITY: The commanding officers of each operations bureau, Support Services Bureau, and the Bureau of Special Investigation, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


for DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 11

JUNE 30, 1989

**SUBJECT: PROCEDURES AND GUIDELINES RESTRICTING SEARCHES OF
DEPARTMENT PERSONNEL DURING ADMINISTRATIVE
INVESTIGATIONS**

PURPOSE: Historically, there have been no clear criteria for ensuring the necessity and propriety of searching Department employees. The Department recognizes the sensitive nature of a situation which may require its employees to submit to a search of their person. This Order implements procedures and establishes guidelines restricting the searching of Department employees in conjunction with administrative investigations. This Order does not apply to Department employees who are arrested and subsequently searched in conjunction with an arrest or booking.

PROCEDURE:

These procedures apply only to administrative investigations. Department employees who are arrested will be searched in accordance with the same procedures followed in any other arrest.

- I. **CLOTHING SEARCH - DEFINED.** A clothing search is defined as a patdown or physical inspection of any article of clothing worn by an employee.

Note: A clothing search does not include a visual inspection of underclothing or the immediate area of the breasts, buttocks, or genitalia.

- II. **STRIP SEARCH - DEFINED.** A strip search is defined as a search which requires employees to remove or arrange some or all of their clothing so as to permit a visual inspection of the underclothing and the immediate area of the breasts, buttocks, or genitalia.

Note: Department employees shall not be subjected to a body cavity search unless arrested on a charge for which such a search would be legally permissible. The body cavity search shall be conducted only by medically qualified personnel.

- III. **VOLUNTARY CLOTHING SEARCH REQUIREMENTS.** Supervisors may conduct a voluntary clothing search of Department employees when the following conditions exist:

* There is an allegation of misconduct involving the possibility of criminal activity made against the Department employee; AND

JUNE 30, 1989

- * There is no less intrusive way of ascertaining the existence or nonexistence of the evidence; AND
- * The employee requests to be searched.

IV. STRIP AND INVOLUNTARY CLOTHING SEARCH REQUIREMENTS.

Employees shall not be required to submit to a strip or involuntary clothing search unless all of the following conditions exist:

- * There is an allegation of misconduct involving the possibility of criminal activity made against the Department employee; AND
- * Reasonable suspicion exists to believe that the employee secreted evidence of that allegation on his or her person; AND
- * There is no less intrusive way of ascertaining the existence or nonexistence of the evidence; AND
- * Approval for the search has been obtained from a staff officer of the rank of commander or above from within the employee's chain-of-command; AND
- * A captain or civilian commanding officer from the involved employee's division or Area of assignment has responded to the scene to supervise the search. When a captain or civilian commanding officer from the division or Area is unavailable, a staff officer in the employee's chain-of-command shall respond to the scene.

Note: A "reasonable suspicion" exists when the person responsible for the search is aware of specific articulable facts, and inferences from these facts, which reasonably warrant a suspicion that evidence will be uncovered.

Exceptions:

- * In organizational entities which are not headed by either a civilian commanding officer or a captain, any staff officer in that entity may respond.
- * An available staff officer (commander or above) may grant permission to conduct strip and involuntary clothing searches when a staff officer from the employee's chain-of-command is unavailable.
- * In situations involving an investigation conducted by Internal Affairs Division (IAD), the presence of a captain from that division will suffice in lieu of the involved employee's captain or civilian commanding officer.

A. **Supervisor - Responsibilities.** When an allegation of misconduct necessitates a strip or involuntary clothing search, the concerned supervisor shall:

- * Explain the specific allegation(s) to the employee; AND
- * Contact the employee's commanding officer and be guided by the appropriate instructions.
- * If the employee requests a representative, allow the employee up to two hours for the representative to be present at the search location. If the representative cannot reach the search location within two hours, the employee may consult with the representative telephonically. The employee shall be kept under observation at all times until the search is completed.

Note: All searches in conjunction with administrative investigations of Department employees shall be conducted out of the view of the public and other employees, and the employee conducting the search shall be the same sex as the employee being searched.

B. **Commanding Officer - Responsibilities.** Upon being notified of a request for a strip or involuntary clothing search, the employee's commanding officer or the IAD captain shall evaluate the need for the search. If the search is determined to be appropriate, the commanding officer or an IAD captain shall contact a staff officer (commander or above) within the employee's chain of command to obtain approval for conducting the search and ensure that a captain or above, a civilian commanding officer from within the chain of command, or an IAD captain has responded to the scene to supervise the search.

Note: If a staff officer (commander or above) or a civilian commanding officer from the employee's chain of command is unavailable, the Watch Commander, Detective Headquarters Division, shall be contacted for the availability of a staff officer (commander or above).

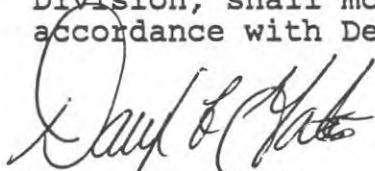
JUNE 30, 1989

- C. Staff Officer - Responsibilities. When notified of an incident in which the strip or involuntary clothing search of a Department employee is warranted, the staff officer (commander or above) shall review the need for the search. If the search is deemed necessary and reasonable, the staff officer (commander or above) shall direct the appropriate supervisory personnel to order the employee to submit to the search.

Note: Refusal by the involved employee to submit to an involuntary search after being ordered to do so constitutes insubordination for which the employee may be disciplined.

AMENDMENT: This Order adds Section 3/839 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Affairs Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 12

JULY 14, 1989

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions to the Department Manual.

PROCEDURE:

I. **FALSE ALARM NOTIFICATION REQUIREMENTS - REVISED.** A review of patrol operations has revealed that when officers respond to a false alarm at an open business or occupied residence they may not be leaving the False Alarm Notification, Form 2.90, with the subscriber/owner or other responsible person at the location. This Order revises current procedures to require officers to personally deliver the False Alarm Notification to the subscriber/owner or other responsible person when responding to an alarm call at an open business or occupied residence.

A. **Open Business or Occupied Residence - Revised.** When a false alarm has occurred at an open business or an occupied residence, officers shall present a completed False Alarm Notification, Form 2.90, to the subscriber/owner or other responsible person at the location. Officers shall record on their Daily Field Activities Report (DFAR), Form 15.52, the name of the person to whom the completed Form 2.90 was issued.

Note: Officers not required to maintain a DFAR shall record the name of the person to whom the completed Form 2.90 was issued in the Radio Call Incident Comments by using their Mobile Digital Terminal (MDT) or through the Radio-Telephone Operator (RTO).

B. **Closed Business or Unoccupied Residence.** When a false alarm has occurred at a closed business or an unoccupied residence, officers shall leave the Form 2.90 at the premises in such a manner that it is conspicuous to the subscriber/owner, but concealed from passers-by. Officers shall record on their DFAR, Form 15.52, that a completed Form 2.90 was left at the scene.

Note: Officers not required to maintain a DFAR shall record the issuance of the Form 2.90 in the Radio Call Incident Comments by using their MDT or through the RTO.

AMENDMENT: This Order amends Section 5/2.90 of, and adds Section 4/203.60 to, the Department Manual.

AUDIT RESPONSIBILITY: Each operations bureau commanding officer shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

JULY 14, 1989

- II. **OUTSIDE AGENCIES - REVISED.** A recent agreement between the Department of General Services (DGS) and this Department resulted in the addition of DGS to those outside police agencies with which the Department has developed formalized working procedures. Effective immediately, the procedures which apply to outside agencies listed in Department Manual Section 4/800, and those procedures set forth in this Order shall apply to DGS Security Division.

Certain officers of DGS Security Division are peace officers while on-duty and may make arrests, conduct investigations, and complete reports involving routine criminal matters as necessary to protect property designated as the responsibility of DGS. However, the Los Angeles Police Department shall retain final responsibility in all police matters occurring on DGS property within the City.

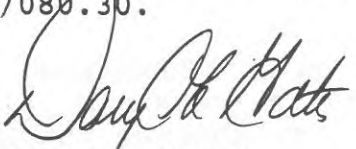
Note: Those DGS officers with peace officer status may be identified by their DGS uniform shoulder patches and badge, which bear the title "PEACE OFFICER". Actions taken by DGS security officers without peace officer status shall continue to be handled as though the officer were a private person.

Any crimes investigated by DGS security officers will be reported to this Department on LAPD forms. The Department of General Services initials "DGS" shall be inserted in the appropriate boxes on the Booking and Identification Record, Form 5.1, when the concerned agency's initials are required to complete the form.

The Department will provide required fingerprint investigations within the City when requested by DGS officers.

AMENDMENTS: This Order amends Sections 4/212.44, 4/801, 4/815, 4/820, and 4/865 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 13

JULY 28, 1989

SUBJECT: CITATION CANCELLATION AND CORRECTION PROCEDURES -
REVISED

PURPOSE: Section 40500 of the California Vehicle Code (VC) has been amended to establish State-wide procedures regulating the alteration, modification, or cancellation of traffic citations after they have been issued. The section also mandates that citations be submitted to a magistrate or judge for approval when cancellation or correction is requested. This Order revises Department citation cancellation and correction procedures.

PROCEDURE:

- I. CITATION CANCELLATION PROCEDURES - REVISED. An employee requesting a citation cancellation after the violator's copy has been issued, shall complete a Citation Cancellation Request, Form 4.45, and prepare a letter and addressed envelope notifying the violator of the cancellation. The letter shall incorporate the format of the letter attached to this Special Order, be signed by the commanding officer of the requesting employee, and forwarded with the Citation Cancellation Request through channels to the Traffic Court Liaison Unit (TCLU), Traffic Coordination Section (TCS).

Upon receipt of a Citation Cancellation Request, TCLU shall submit the citation and attached request to the appropriate court. When the court approves a request for citation cancellation, TCLU shall mail the letter notifying the violator of the citation cancellation.

Note: Whenever TCLU is notified that the court has denied the Department's request to cancel a citation, TCLU shall process the citation as directed by the court and notify the concerned commanding officer of the court's decision on the cancellation request.

- II. CITATION CANCELLATION REQUEST, FORM 4.45, DISTRIBUTION - REVISED. Distribution of the Citation Cancellation Request, Form 4.45, is revised. The original and one copy of the form shall be approved by the concerned employee's commanding officer and bureau commanding officer then forwarded with all available copies of the citation, except the goldenrod (book) copy, through channels to TCLU. Traffic Court Liaison Unit will present the request for cancellation to the court for final disposition.

JULY 28, 1989

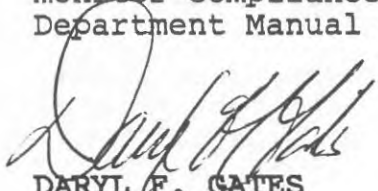
Note: Citation cancellation requests should be submitted to TCLU within two weeks of issuance to avoid the citation resulting in a warrant.

- III. CITATION CHECKING BY SUPERVISORS - REVISED. Supervisors checking citations written by Department employees shall initial the lower right corner of the reverse side of the citation.
- IV. TRAFFIC COURT LIAISON UNIT CITATION CORRECTION PROCEDURES - ESTABLISHED. Upon receipt of a personal service citation with a Citation Correction Request, Form 4.7, TCLU shall submit the citation and attached request to the appropriate court.

Note: Whenever TCLU is notified that the court has denied the Department's request to correct a citation, TCLU shall process the citation as directed by the court.

AMENDMENTS: This Order adds Section 3/202.80 to, and amends Sections 3/202.30, 4/326.75, and 5/4.45 of, the Department Manual.

AUDIT RESPONSIBILITY: The Department Traffic Coordinator shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

LOS ANGELES POLICE DEPARTMENT

DARYL F. GATES
Chief of Police



TOM BRADLEY
Mayor

P. O. Box 30158
Los Angeles, Calif. 90030
Telephone:
(213)- 485-4042
Ref #: 9.4

(Violator's name and address)

CITATION NO. _____

DATE ISSUED _____

Dear (violinator's name)

An error was made on the original copy of the above noted citation which was issued to you. The citation has been amended to reflect the correction indicated below.

_____ Citation cancelled. You have no obligation to appear in court on this citation.

_____ You were erroneously cited as a juvenile.

_____ You were erroneously cited as an adult.

_____ Appearance date incorrect.

_____ Court designation incorrect.

_____ Other _____

Amended to: _____

Very truly yours,

DARYL F. GATES
Chief of Police

Captain
Commanding Officer
Concerned Division

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 14

AUGUST 11, 1989

SUBJECT: OPERATOR SECURITY STATEMENT, FORM 1.58 - REVISED

PURPOSE: The Operator Security Statement, Form 1.58, has been revised to include acknowledgment of the appropriate state laws and Department policies governing the use of Department computer systems. This Order revises the Operator Security Statement and assigns additional responsibilities to Information Resources Division and Training Division.

PROCEDURE:

- I. **COMMANDING OFFICER - RESPONSIBILITY.** Commanding officers shall ensure that each sworn and civilian employee within their command, authorized to operate Department computer terminals or access computer systems, signs the revised Operator Security Statement, Form 1.58, indicating that they understand and will comply with security restrictions for computer information. A copy of the form shall be provided to the employee and the signed copy forwarded to Information Resources Division (IRD) with a divisional roster indicating those persons served and explaining the reason(s) for each person not served, and an anticipated date of service, no later than October 13, 1989. Commanding officers shall make monthly updates until all concerned employees have been served.

Note: Volunteer employees are not authorized to access Department computer systems.

- II. **INFORMATION RESOURCES DIVISION - RESPONSIBILITIES.** Information Resources Division shall maintain a list of all Department employees who have completed and signed the Operator Security Statement. In addition, IRD shall notify commanding officers of personnel within their command who have been authorized and trained by IRD to operate Department computer terminals or access computer systems, but have not submitted an Operator Security Statement. Information Resources Division shall also be responsible for having new civilian employees sign the Operator Security Statement. Upon receipt of a signed Operator Security Statement, IRD shall:

- * Enter the Operator Security Statement information into the Training Management System; and
- * Forward the signed Operator Security Statement to Personnel Division for inclusion in the employee's personnel package.

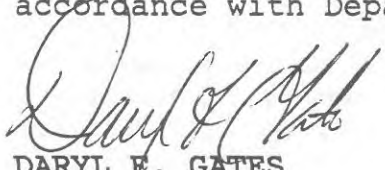
AUGUST 11, 1989

III. TRAINING DIVISION - RESPONSIBILITY. Training Division shall be responsible for having all new recruit officers sign the Operator Security Statement and entering the information into the Training Management System. The signed statements shall then be forwarded to Personnel Division to be included in their personnel packages.

FORM AVAILABILITY: A copy of the revised Operator Security Statement is included with this Order and should be used as a master copy until the revised form is available at Supply Division.

AMENDMENTS: This Order amends Sections 2/530.15, 2/630.15, 3/788.20, and 5/1.58 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Support Services Bureau, and the Commanding Officer, Personnel and Training Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL E. GATES
Chief of Police

DISTRIBUTION "A"

OPERATOR SECURITY STATEMENT

I AGREE TO ABIDE BY AND HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THIS OPERATOR SECURITY STATEMENT AND HAVE BEEN INFORMED OF THE FOLLOWING:

1. Department policy classifies as confidential official files, computer files, documents, records, reports, and information held by the Department. Employees are prohibited from disclosing any information from these sources except in the scope of their employment (Manual Sections 2/630.05 and 3/405).
2. Any person who intentionally and without authorization accesses any Department computer system, except in the scope of his or her employment, shall be guilty of a public offense [Penal Code Section 502(e)].
3. Department automated systems shall not be used for the dissemination of Criminal Offender Record Information (CORI) to any other agency or person for purposes of employment, licensing, or certification. Under no circumstances shall CORI be released to the news media or representatives of the news media.
4. Penal Code Sections 11142 and 13303 make it a misdemeanor to disclose state or local summary criminal history information to an unauthorized person.
5. If I have received an access authorization number, I shall consider my access authorization number to be confidential and to be used only by me. That I shall not operate a computer terminal without first inputting my operator number into the terminal. That I am responsible for all inquiries originated from the terminal while I am signed-on until such time as I receive positive acknowledgement of my sign-off.
6. That it is my responsibility to inform my supervisor if I am requested to make any inquiry or other transaction by any person who is not authorized to receive the data.
7. That all transactions performed through Department of Information Services and/or other City-owned and controlled computerized systems are logged and that these systems are being continuously monitored.
8. Any violation of Department policy or state law may result in disciplinary action which may result in dismissal and/or criminal prosecution as provided by law.

NAME _____

SERIAL NO. _____

SIGNATURE _____

DATE _____

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 15

AUGUST 25, 1989

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions to the Department Manual.

PROCEDURE:

- I. **ARRAIGNMENT OF ADULT ARRESTEES - REVISED.** As a result of the *Youngblood v. Gates* lawsuit, every in-custody arrestee shall be arraigned on or before the second court day following the calendar day of arrest. This Order revises the Adult Arrestee Release schedule to comply with court mandates.

Adult arrestees shall be arraigned as soon as possible, without unnecessary delay, and in no event beyond two court days following the day of arrest.

MANUAL AMENDMENTS: This Order amends Sections 4/675.30 and 4/775.15 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau, Support Services Bureau, and the Bureau of Special Investigation shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. **CHANGE IN DRIVING-UNDER-THE-INFLUENCE CHEMICAL TEST ADMONITION.** Currently, under the Implied Consent Law, if a driver has one or more separate driving-under-the-influence (DUI) convictions within five years, a two or three year revocation of driving privileges will result.

Effective July 1, 1989, the Implied Consent Law will change to mandate that a separate DUI conviction will count as a prior for seven years instead of five years if the officer properly advised the arrestee of the new law.

In order to comply with the new Implied Consent Law, the Driving-Under-the-Influence Arrest Report, Form 5.02.5, has been revised. Effective July 1, 1989, officers affecting a DUI arrest shall read the Chemical Test Admonition verbatim from the revised Form 5.02.5.

Note: The revised Form 5.02.5 can be distinguished from earlier publications by the presence of revised wording in part three of the Chemical Test Admonition and the notation of (7/89) on the top left corner of the report.

AUGUST 25, 1989

FORM AVAILABILITY: The revised Driving-Under-the-Influence Arrest Report, Form 5.02.5 (7/89), is available at Supply Division. All remaining stock of the old form shall be bundled, marked "Obsolete-Destroy," and returned to Supply Division.

- III. **DRUG INFLUENCE EVALUATION, FORM 8.40.2 - REVISED.** The Drug Influence Evaluation, Form 8.40.2, is used by Department Drug Recognition Experts (DRE) to document the signs and symptoms of drug intoxication. This Order revises the Form 8.40.2 to more accurately report observation of drug influence by the evaluating DRE. The revised form will also conform to national standards jointly developed by the Department and the National Highway Traffic Safety Administration.

Note: This Order does not affect established driving-under-the-influence (DUI) drug arrest or PCP arrest procedures.

FORM AVAILABILITY: The revised Form 8.40.2 is available at Supply Division. The form should be ordered and placed in use without delay. All remaining stock of this form shall be bundled, marked "Obsolete-Destroy," and returned to Supply Division.

- IV. **MODIFICATION OF ANALYZED EVIDENCE TO BE REFRIGERATED ENVELOPE, FORM 12.51.1.** Scientific Investigation Division (SID) is currently in the process of replacing its existing breath alcohol testing equipment with new microprocessor controlled units. These new instruments will permit alcohol-related arrest information to be collected at the time a breath test is administered and enhance the Department's ability to compile pertinent statistical data relative to driving-under-the-influence (DUI) arrests. This Order revises the Analyzed Evidence to be Refrigerated Envelope, Form 12.51.1, to allow the merging of statistical data related to DUI arrests involving breath, blood, and urine alcohol tests.

- A. **Analyzed Evidence to be Refrigerated Envelope, Form 12.51.1 - Revised.** The Analyzed Evidence to be Refrigerated Envelope, Form 12.51.1, has been revised to include arresting officer's division of assignment CLETS code, specific detail assigned, reason for test administration, and whether or not a breath alcohol test was given. The "Notice to SID Chemist" section has been eliminated.

AUGUST 25, 1989

FORM AVAILABILITY: The revised Driving-Under-the-Influence Arrest Report, Form 5.02.5 (7/89), is available at Supply Division. All remaining stock of the old form shall be bundled, marked "Obsolete-Destroy," and returned to Supply Division.

- III. **DRUG INFLUENCE EVALUATION, FORM 8.40.2 - REVISED.** The Drug Influence Evaluation, Form 8.40.2, is used by Department Drug Recognition Experts (DRE) to document the signs and symptoms of drug intoxication. This Order revises the Form 8.40.2 to more accurately report observation of drug influence by the evaluating DRE. The revised form will also conform to national standards jointly developed by the Department and the National Highway Traffic Safety Administration.

Note: This Order does not affect established driving-under-the-influence (DUI) drug arrest or PCP arrest procedures.

FORM AVAILABILITY: The revised Form 8.40.2 is available at Supply Division. The form should be ordered and placed in use without delay. All remaining stock of this form shall be bundled, marked "Obsolete-Destroy," and returned to Supply Division.

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- A. **Analyzed Evidence to be Refrigerated Envelope, Form 12.51.1 - Revised.** The Analyzed Evidence to be Refrigerated Envelope, Form 12.51.1, has been revised to include arresting officer's division of assignment CLETS code, specific detail assigned, reason for test administration, and whether or not a breath alcohol test was given. The "Notice to SID Chemist" section has been eliminated.

AUGUST 25, 1989

FORM AVAILABILITY: The revised Form 12.51.1 is available at Supply Division. All remaining stock of this form shall be bundled, marked "Obsolete-Destroy," and returned to Supply Division.

AMENDMENT: This Order amends Section 5/12.51.1 of the Department Manual.

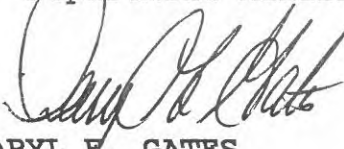
AUDIT RESPONSIBILITY: The commanding officers of Fiscal Support Bureau and Support Services Bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- V. **DETECTIVE'S REQUIRED FOLLOW-UP RECORD, FORM 12.21 - REVISED.** A review of the Detective's Required Follow-Up Record, Form 12.21, revealed that the Form 12.21 did not provide pertinent information needed by detectives and their supervisors. This Order revises the Form 12.21 to include information relative to case categories, category due dates, category upgrades, and due date extensions.

The Form 12.21 shall be used by detective supervisors to record due dates for follow-up investigations and dates such investigations were actually submitted. The Form 12.21 shall be retained in the case control folder maintained by the detective supervisors.

FORM AVAILABILITY: The revised Form 12.21 is available at Supply Division. Return unused stock of this form to Supply Division, bundled and marked "Obsolete-Destroy."

AMENDMENT: This Order amends Section 5/12.21 of the Department Manual.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 16

SEPTEMBER 8, 1989

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions to the Department Manual.

PROCEDURE:

I. THREE-POINT SAFETY BELT. The purpose of this Order is to ensure that all employees operating or riding in Department vehicles wear three-point safety belts when provided. Extensive research has shown that this restraint device significantly reduces the possibility of death or serious injury in the event of a traffic accident.

A. Employee - Responsibilities. Employees and all others operating or riding in Department vehicles shall wear three-point safety belts when provided. Two-point safety belts (lap belts) shall be worn when three-point safety belts are not provided. Employees intending to operate or ride in a Department vehicle shall ensure that all occupants of the vehicle are using the available safety belts before the vehicle is operated.

Note: A Department vehicle is any motor vehicle which is under the direction and control of the Police Department, including privately-owned vehicles used for City business.

Safety belts shall be adjusted so they provide maximum protection with reasonable comfort.

Safety belts shall be inspected at the start of each watch. Any Department vehicle equipped with an unserviceable safety belt shall be removed from service.

B. Tactical Considerations. When a potentially dangerous tactical situation is perceived or anticipated, the safety belt may be removed to allow adequate time for safe response to the situation. During special operations, the safety belt may be removed when, in the belted employee's judgment, wearing the safety belt might adversely affect the special operation or endanger the employee.

Examples:

- * Officers may remove their safety belts immediately prior to arriving at the location of an emergency call so they can quickly leave their vehicles upon arrival.
- * Officers may remove their safety belts immediately prior to stopping a suspect. However, officers should be careful not to remove their safety belts prematurely and thus risk being without safety belt protection during a pursuit.

AMENDMENTS: This Order amends Sections 4/217.50, 4/217.52, and 4/289 of the Department Manual.

AUDIT RESPONSIBILITY: Each bureau commanding officer shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

II. LOS ANGELES POLICE DEPARTMENT CELLULAR TELEPHONES. This Order establishes procedures necessary to obtain, control, and maintain Department cellular telephones.

- A. Requests for Department Cellular Telephones.** Requests for Department cellular telephones shall be submitted on an Intradepartmental Correspondence, Form 15.2, to Support Services Bureau and must include justification for issuance. Requests from divisions must be approved by the concerned division's bureau commanding officer. Bureau commanding officers should evaluate each request and determine if the issuance of a cellular telephone is in the best interest of the Department and the City prior to approving and forwarding the request to Support Services Bureau. Final approval for the issuance of cellular telephones shall be the responsibility of the Commanding Officer, Support Services Bureau.
- B. Use of Department Cellular Telephones.** Department cellular telephones are issued to conduct City-related business while away from City facilities. Council policy prohibits personal calls on cellular telephones except for urgent personal business and directs that such calls be charged to the employee's home telephone number or the employee's personal credit card.

Expenses for any personal calls not charged to the employee's home telephone number or credit card shall be reimbursed in accordance with instructions on the Department of General Services Telephone Payment Approval, Form GS/1.

C. Employee's Commanding Officer - Responsibilities.

Commanding officers shall be responsible for the proper use and control of all Department cellular telephones assigned to their command. This responsibility includes monthly audits of all cellular telephone bills and confirmation that employees adhere to the reimbursement procedures established by the Department of General Services.

D. Commanding Officer, Communications Division - Responsibilities. The Commanding Officer, Communications Division, shall be responsible for the following special duties:

- * Coordinating requests for cellular telephones;
- * Establishing priorities and coordinating the issuance of cellular telephones;
- * Coordinating the installation and service of cellular telephones;
- * Conducting audits; and
- * Maintaining appropriate files including cellular unit physical locations, user names, cellular telephone serial numbers, and telephone numbers.

E. Telephone Liaison Unit, Planning and Research Division - Responsibilities. Telephone Liaison Unit, Planning and Research Division, shall be responsible for the following special duties:

- * Coordinating cellular telephone billing; and
- * Providing concerned commanding officers with monthly telephone bills.

F. Non-Budgeted Cellular Telephones. Cellular telephones obtained and maintained through the Forfeited Assets Trust Fund or with funds from grants, gifts, private sources, or any source other than the Department of General Services are non-budgeted cellular telephones. Requests for these cellular telephones shall be routed through the same internal Department approval cycle as Department of General Services funded instruments.

SEPTEMBER 8, 1989

Such requests shall also include the source of funds for the purchase, installation, maintenance, and monthly bill. The concerned commanding officer shall ensure that applicable procedures are followed.

AMENDMENTS: This Order amends Sections 2/640.15 and 2/680.15 of, and adds Section 3/566 to, the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Support Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

for:

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 17

SEPTEMBER 22, 1989

SUBJECT: NATIONAL CRIME INFORMATION CENTER (NCIC) WARRANT REMOVAL AND AMENDMENT

PURPOSE: District Attorney's Office policy precludes investigating officers from obtaining extradition approval prior to entering a warrant into the NCIC system. However, the NCIC Operating Manual does require a "good faith" effort, on the part of the agency entering a warrant, to determine to the maximum extent possible whether or not extradition will be authorized if the suspect is located in another state. The Detective Operations Manual contains the District Attorney's extradition policy and should be used as a guide in determining the likelihood of extradition and in satisfying a "good faith" effort.

If after the time of warrant entry it becomes known that an NCIC warrant suspect will not be extradited, the concerned warrant shall be immediately removed from the NCIC system. Information gained subsequent to initial warrant entry that will significantly assist in identifying or eliminating a warrant suspect shall be entered into the NCIC system without delay.

This Order delineates procedures for removing warrants from the NCIC system and for amending warrant information as required. Additionally, this Order adds "Warrant Removal" and "Warrant Amendment" checkboxes to the Warrant Information, Form 8.48. The "Extradition Approved" checkbox is deleted from the form.

PROCEDURE:

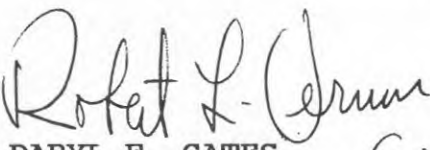
- I. **WARRANT REMOVAL.** When it is learned that a suspect listed on a warrant in the NCIC system will definitely **not** be extradited for that warrant, the related warrant shall be removed immediately from the NCIC system. The concerned investigating officer shall:
 - * Complete a Warrant Information, Form 8.48, containing the suspect's full name, date of birth (if available), all known identifying information (hair color, scars, marks, tattoos, etc.), and warrant number.
 - * Place a check mark in the "Warrant Removal" box at the top of the Form 8.48.
 - * Explain the reason for warrant removal under the "Additional Information" section of the Form 8.48.
 - * Obtain the signature of the concerned detective commanding officer approving the Form 8.48, and cause the completed Form 8.48 to be forwarded to Records and Identification Division.

SEPTEMBER 22, 1989

- II. **WARRANT AMENDMENT.** When additional information that will significantly assist in identifying or eliminating a warrant suspect is gained subsequent to initial warrant entry, the concerned investigating officer shall complete a Warrant Information, Form 8.48, in the same manner delineated in warrant removal procedures. The "Warrant Amendment" box at the top of the Form 8.48 shall be checked, and new descriptive or explanatory information should be entered in the "Additional Information" section of the Form 8.48.
- III. **WARRANT INFORMATION, FORM 8.48 - REVISED.** A Warrant Information, Form 8.48, must be completed for warrants that are to be entered, removed, or amended. Since it is not required that officers seek extradition approval from the District Attorney prior to entering warrants into the NCIC system, the Form 8.48 will be revised at the next routine printing to delete the "Extradition Approved" box. Also, the Form 8.48 will be revised to add "Warrant Removal" and "Warrant Amendment" boxes. Until the revised form becomes available, investigating officers shall disregard the "Extradition Approved" box on the current form and mark "Remove" or "Amend," in red, at the top of the form when removing or amending an NCIC warrant. Existing stock shall be used until depleted.

AMENDMENTS: This Order amends Section 5/8.48 of, and adds Sections 4/728.20 and 4/728.23 to, the Department Manual.

AUDIT RESPONSIBILITY: The commanding officers of Support Services Bureau, the Bureau of Special Investigation, and each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 18

OCTOBER 6, 1989

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions to the Department Manual.

PROCEDURE:

I. **FELONY EVADING.** Sections 2800.2 and 2800.3 of the California Vehicle Code make it a felony for any person to drive a vehicle, being pursued by a peace officer's vehicle, in a manner that shows a willful or wanton disregard for the safety of persons or property; or in a manner which proximately causes death or serious injury to any person. This Order assigns the follow-up investigation for violations of these sections to the Accident Investigation Follow-Up Section within each traffic division when all connected crimes are traffic related.

A. **Accident Investigation Follow-Up Sections' Responsibilities - Amended.** The Accident Investigation Follow-Up Section (AIFU) within each traffic division shall be responsible for the follow-up investigation of felony evading, as defined in the California Vehicle Code, when all connected crimes are traffic related.

Note: The location the first violation was observed shall be the determining factor for deciding which AIFU Section is responsible for a particular investigation.

AMENDMENT: This Order amends Section 2/1115.05 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

II. **GUIDELINES FOR HANDLING INTERPOL REQUESTS.** The United States Department of Justice has standardized its procedures for providing investigative assistance to INTERPOL. These requests are now forwarded to the Bureau of Organized Crime and Criminal Intelligence in Sacramento and subsequently forwarded to the concerned jurisdiction. This Order establishes Department procedures for handling INTERPOL requests.

- A. **Receipt of INTERPOL Requests.** Any Department entity receiving an INTERPOL request for investigative assistance shall forward the request to Detective Support Division (DSD). Detective Support Division shall coordinate all such correspondence and, when necessary, assign the investigation to the appropriate Department entity.

AMENDMENTS: This Order amends Section 2/1043.31 and adds Section 4/765.85 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

III. **ASIAN TASK FORCE - DEACTIVATED. ASIAN CRIME INVESTIGATION SECTION - ACTIVATED.** The Asian Task Force (ATF), Detective Support Division, established in 1975, was the first unit of its kind to be established by a major law enforcement agency in the United States. Since its creation, the ATF has gained the respect, confidence, and support of the Asian community and the business and political leadership of the entire Los Angeles community. As the Asian-Pacific segment of the community has continued to grow, the responsibilities of the ATF have expanded. There is now a need for a permanent Department entity to handle the functions of the ATF. This Order deactivates the ATF and activates the Asian Crime Investigation Section.

A. **Asian Task Force (ATF) - Deactivated.** The Asian Task Force is deactivated.

B. **Asian Crime Investigation Section - Activated.** The Asian Crime Investigation Section (ACIS) is activated within Detective Support Division (DSD), Operations-Headquarters Bureau (OHB).

1. **General Functions.** The ACIS is responsible for providing the following:

- * Investigating officers to assist other divisions in the investigation of crimes involving non-English speaking Asian victims, suspects, and/or witnesses.
- * Investigating officers to conduct preliminary investigations of crimes when requested, where Asian culture and/or language expertise is required.

- * Investigating officers, when requested, to assist in vice or narcotics related investigations where Asian culture and/or language expertise may significantly enhance or benefit the investigation.
 - * Upon request, assist other units with language expertise, when Asian dignitaries are visiting the Department.
 - * Upon request, assist other Department entities in promoting the Department's crime prevention, community relations and recruitment programs in the Asian communities.
 - * Assist other units in assessing and developing information pertaining to Asian criminals and criminal organizations.
2. **Special Liaison.** The ACIS shall be available to assist other Department entities who have primary responsibility to maintain liaison with the following:
- * Asian Consulates in the City of Los Angeles.
 - * Asian Business Community.
 - * Federal Agencies.
 - * Asian News Media.

AMENDMENTS: This Order adds Sections 2/1043.60, 2/1043.61, and 2/1043.66 to the Department Manual.

IV. DESTRUCTION OF FIREARMS - REVISED. Currently, firearms are destroyed annually during the month of July. Penal Code Section 12028(d) authorizes destruction of certain weapons at any time when necessary to conserve space and ensure efficient utilization of personnel who maintain the files and security of such weapons. This Order revises procedures governing the destruction of firearms.

A. Property Division - Responsibility - Revised. It shall be the responsibility of the Commanding Officer, Property Division, to assess the extent of the utilization of personnel and space for the purpose of storing and securing firearms and to determine when a mass destruction of firearms should be scheduled. Upon determining that a mass destruction of firearms should be scheduled, the Commanding Officer, Property Division,

OCTOBER 6, 1989

shall obtain the approval of the Commanding Officer, Fiscal Support Bureau, and the Director, Office of Administrative Services, by submitting an Intradepartmental Correspondence, Form 15.2, indicating the date, time, and location of the planned destruction.

Note: The destruction of firearms will occur in compliance with Penal Code Section 12028(d), with Metropolitan Division providing security during the destruction.

Prior to any mass destruction of firearms, the Commanding Officer, Property Division, shall notify the commanding officers of Scientific Investigation Division, Training Division, and Metropolitan Division of firearms available for training and/or tactical purposes.

Note: Fiscal Support Bureau, through established property conversion procedures (4/580), will authorize retention of firearms by requesting entities.

AMENDMENTS: This Order amends Sections 2/450.13 and 4/552.10 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officers of Fiscal Support Bureau and Operations-Headquarters Bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- V. **FORGERY HANDWRITING EXEMPLAR, FORM 5.07.1 - REVISED AND SPANISH FORGERY HANDWRITING EXEMPLAR, FORM 5.07.2 - ACTIVATED.** The Forgery Handwriting Exemplar, Form 5.07.1, is used by detectives and Scientific Investigation Division (SID) in the analysis of forged documents. In order to streamline the use of the Form 5.07.1, information no longer used or needed by SID personnel has been deleted. These revisions will aid detectives when conducting follow-up investigations.

To assist with investigations of Spanish speaking forgery suspects, a Spanish version of the Form 5.07.1 has been designed. This Order revises the Form 5.07.1 and activates the Spanish Forgery Handwriting Exemplar, Form 5.07.2.

OCTOBER 6, 1989

FORM AVAILABILITY: The Forgery Handwriting Exemplar, Form 5.07.1, and the Spanish Forgery Handwriting Exemplar, Form 5.07.2, will be available at Supply Division in 60 days. Upon receipt of the new forms, all remaining stock of Form 5.07.1 shall be bundled, marked "Obsolete-Destroy," and returned to Supply Division.

AMENDMENT: This Orders adds Section 5/5.07.2 to the Department Manual.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 19

OCTOBER 20, 1989

SUBJECT: BOOKING OF EVIDENCE TO OWNER/POSSESSOR

PURPOSE: The release of evidence, particularly firearms, booked to Department employees is frequently difficult to effect. The current system of property retrieval depends on the claimant's ability to provide the booking employee's name or other key information such as a DR number. This information may not be readily available to the claimant who, for example, may have lost the Receipt for Property Taken into Custody, Form 10.10, or received one which was incomplete.

Additionally, the booking of firearms seized incidental to domestic violence situations requires adherence to legislatively mandated guidelines for the return of firearms to the owner or possessor. Penal Code Section 12028.5 requires officers to issue a receipt describing the firearm seized and indicating where and when the owner or possessor can recover it. This Order revises the procedures for the booking of evidence when there is no arrestee or victim and makes the Receipt for Property Taken into Custody an integral part of the related reports. Additionally, this Order revises the Property Report, Form 10.01, and the Receipt for Property Taken into Custody, Form 10.10, to facilitate the release of property booked into Department custody.

PROCEDURE:

I. PROPERTY - TO WHOM BOOKED - REVISED. If there is neither an arrestee nor a victim, evidence shall be booked to the owner or possessor of the evidence.

If there is neither an arrestee, victim, owner, nor possessor associated with the evidence, it shall be booked to the Department employee booking the property.

Note: Possessor shall be defined as someone other than an owner in possession of evidence which is being taken into police custody. Possessor may include the finder of evidence.

II. BOOKING OF EVIDENCE AND NONEVIDENCE - GENERAL - REVISED. An employee seizing or taking custody of property shall issue a Receipt for Property Taken into Custody, Form 10.10 (duplicate copy), to the person relieved of the property (4/645.20 and 5/10.10). The **original** of the Form 10.10 shall be included as a page of the original Property Report, Form 10.01; Notice to Appear/Release From Custody Report, Form 5.2.8; or Arrest Report, Form 5.2, when evidence to be booked is listed.

OCTOBER 20, 1989

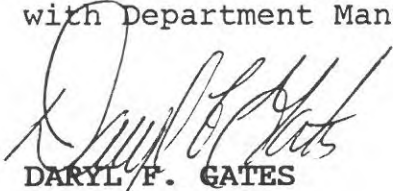
III. PROPERTY REPORT, FORM 10.01 - REVISED. The Property Report, Form 10.01, is revised to elicit information pertinent to found property and to identify the possessor of property being booked. Additionally, the "Date Original Evidence Booked" space is revised to read "Date Original Evidence Taken Into Custody" because it is the date known to all parties and is the date used by Property Division for recordkeeping purposes.

IV. RECEIPT FOR PROPERTY TAKEN INTO CUSTODY, FORM 10.10 - REVISED. The Receipt for Property Taken into Custody, Form 10.10, has been enlarged and is revised to include page numbers and a series of designated columns to facilitate the accurate listing and description of property taken into Department custody. A comprehensive list of those entities responsible for property release, including addresses, phone numbers, and hours of operation, is included on the back portion of the form to assist concerned persons in retrieving their property. Additionally, the form contains information regarding claimants' rights to property.

FORMS AVAILABILITY: The revised Forms 10.01 and 10.10 are available at Supply Division. All remaining stock of these forms shall be bundled, marked "Obsolete-Destroy," and returned to Supply Division.

AMENDMENTS: This Order amends Sections 4/510.10, 4/520.10, 4/645.20, and 5/10.10 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officers of Fiscal Support Bureau, the Bureau of Special Investigation, and each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 20

NOVEMBER 17, 1989

SUBJECT: DEPARTMENT JAIL PROCEDURES GOVERNING PRISONER VISITATION, HYGIENE, AND RECREATION

PURPOSE: Department jail procedures relative to prisoner visitation, hygiene, and recreation are amended to comply with court mandates imposed as a result of the *Youngblood v. Gates* lawsuit. Additionally, this Order assigns responsibilities to ensure the procurement and availability of supplies necessary to conform to the court mandates.

PROCEDURE:

- I. **PRISONER VISITATION.** Area commanding officers and the Commanding Officer, Jail Division, shall ensure that prisoners who are authorized to have visitors are allowed one visit per day. Each visit is limited to one visitor; however, one minor child may accompany each responsible adult visitor. Every effort shall be made to accommodate visitors of both felony and misdemeanor arrestees.

Exception: Pending construction of a new Area station, 77th Street Area is not required to implement prisoner visitation procedures. However, prisoner hygiene and recreation procedures shall apply to 77th Street Area.

Department procedures currently in effect relative to visitation of prisoners by attorneys, bailbondsmen, physicians, and news media representatives are not affected by this Order.

Commanding officers shall establish prisoner visitation periods which result in minimal interference with jail and detective operations.

- A. **Posting of Visitation Policy.** Commanding officers of Department jails shall ensure that the visitation policy, printed in both English and Spanish, is posted at locations within each facility where it is visible from all detention and booking areas.

Note: A copy of the visitation policy is attached to this Special Order and may be used for posting. When commanding officers have determined visiting hours for their jail(s), commanding officers may request preparation of posters to include those hours by submitting an Intradepartmental Correspondence, Form 15.2, to the Commanding Officer, Planning and Research Division.

B. Visitation Restriction/Denial. Generally, prisoner visitation rights are subject to denial or restriction if:

- * Admittance of a particular visitor would threaten or compromise the security of the jail facility; or
- * Facts surrounding an investigation reasonably indicate that visitation by certain individuals will compromise the investigation.

The concerned investigating officer shall determine when visitation of a felony prisoner is to be restricted. When there is no investigating officer, or the investigating officer is unavailable, the watch commander of the jail facility shall determine if visitation should be restricted.

Concerned Investigating Officer or Watch Commander of the Jail Facility - Responsibilities. When the concerned investigating officer or watch commander of the jail facility determines that certain persons shall not be allowed to visit a prisoner, the investigating officer or watch commander shall:

- * If the restriction is requested prior to booking, note the visitor restriction and the name of the restricted visitors on the Booking Recommendation, Form 12.31.0.
- * If the restriction is requested following booking, contact and notify the custodial jailer of the restriction, the name of restricted visitors, and the name and serial number of the officer restricting the prisoner's visitation.

Custodial Jailer - Responsibilities. When the custodial jailer is notified that a visitor restriction is required, either via the Booking Recommendation, Form 12.31.0, or by the concerned investigating officer or watch commander of the jail facility, the custodial jailer shall:

- * Print in red letters, "VR" on the Jail Custody Record of the restricted prisoner's Los Angeles Consolidated Booking Form, Form 5.01.2, on the upper right hand corner; and

- * Print in red letters, on the restricted prisoner's Los Angeles Consolidated Booking Form, Form 5.01.2, on the reverse side of the Jail Custody Record in the "Remarks" box and on the front of the Division Booking Record in the blank space beneath the box for identification numbers, the following:

- * VISITOR RESTRICTION;
- * The date and time the restriction was initiated;
- * Any other comments that may be applicable to the restriction; and
- * The name and serial number of the officer who restricted visitation.

C. Visitation Requests. When notified that an individual requests to visit a prisoner, the custodial jailer shall:

- * Require the visitor to complete the Prisoner Visitation and Temporary Sign-out Record, Form 6.31.
- * Review the Prisoner's Division Booking Record and the Jail Custody Record of the Los Angeles Consolidated Booking Form, Form 5.01.2, for any visitor restriction.
- * If visitation restriction is not indicated, visitation shall be allowed pursuant to the posted visitation policy.
- * If visitor restriction is indicated, the custodial jailer shall:
 - * Verify the identity of all persons requesting permission to visit a prisoner.
 - * Determine if the visitor has been restricted from visiting the prisoner.
 - * If the visitor is not restricted, and no general visitation restriction is indicated, allow visitation pursuant to the posted visitation policy.
- * If visitation is restricted for that visitor, advise the visitor only that visitation for that prisoner has been restricted and the visitation will not be allowed. Visitors shall be referred to the officer placing the restriction for any further information or explanation.

II. PRISONER HYGIENE. Area commanding officers and the Commanding Officer, Jail Division, shall ensure that prisoners who remain in LAPD custody longer than the morning following arrest are given an opportunity to shower, shave, and brush their teeth. Hygiene supplies are available through Supply Division; however, in case of emergency, Jail Division maintains additional hygiene supplies.

- * Hygiene periods shall be scheduled during the day as directed by Area/Jail Division commanding officers.

Exceptions:

- * Prisoners who demonstrate a propensity toward violence or who pose a risk to the reasonable security of the jail or to the safety of themselves or other persons shall not be allowed to shower or shave until the apparent risk subsides.
- * Prisoners who have distinctive facial hair which may be a factor in a follow-up investigation may be restricted from shaving by the concerned investigating officer or watch commander of the jail facility by noting the shaving restriction on the booking approval. If the booking approval is no longer available, the watch commander or concerned investigating officer shall contact and notify the custodial jailer of the shaving restriction.
- * Hygiene periods may be temporarily suspended when jailers cannot supervise prisoner showers without compromising jail security or safety. Personal hygiene periods shall be resumed as soon as practicable.

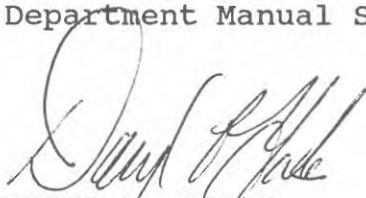
III. PRISONER RECREATION. The Department will provide newspapers, including a Spanish language publication, and recreational material (e.g., checkers, dominoes, etc.) in sufficient quantities to ensure reasonable access to such materials by all interested prisoners. Recreational supplies are available through Jail Division.

FORMS AVAILABILITY: The Los Angeles Consolidated Booking Form, Form 5.01.2, will be revised at the next regular printing to include the visitation information on the Prisoner's Receipt. The Booking Recommendation, Form 12.31, will also be revised at the next regular printing to include a reminder to consider visitation guidelines.

NOVEMBER 17, 1989

MANUAL AMENDMENTS: This Order amends Sections 2/307.67, 2/660.03, 2/660.43, and 4/659.10 of, and adds Section 4/649 to, the Department manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Jail Division, has been designated the Department **Youngblood** Compliance Officer and, as such, shall ensure compliance with this directive. Additionally, the commanding officer of each operations bureau and the Commanding Officer, Support Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

VISITATION POLICY

1. Each prisoner may receive one visit per day.
2. Only one visitor shall be allowed for each visit.
Exception: One minor child may accompany each responsible adult visitor.
3. Visits shall be limited to 15 minutes.
4. Visitation is subject to denial or restriction if it interferes with jail security or investigation of a crime.
5. Visitation rules do not apply to visits by attorneys, bailbondsmen, or personal physicians, who may visit at any time.

REGLAS DE VISITA

1. Cada prisionero puede recibir una visita por dia.
2. Solo un visitante sera permitido por cada visita.
Excepción: Un niño menor puede acompañar cada adulto.
3. El maximo tiempo de visita es de 15 minutos.
4. El derecho de visita esta sujeto a restricciones si interfiere con la seguridad de la carcel o el proceso de una investigación criminal.
5. Estas reglas de visita no aplican a visitas hechas por abogados, fiadores, o medicos personales, los cuales pueden visitar a cualquier hora.

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5. Estas reglas de visita no aplican a visitas hechas por abogados, fiadores, o medicos personales, los cuales pueden visitar a cualquier hora.

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 21

DECEMBER 1, 1989

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain revisions to the Department Manual.

PROCEDURE:

- I. REASSIGNMENT OF DETECTIVE TRAINEES - AMENDED. This Order amends Department procedures affecting the reassignment of officers assigned as detective trainees.
 - A. DETECTIVE TRAINEES - SECURING ANOTHER ASSIGNMENT. Officers assigned to detective trainee positions will be given the opportunity to take two detective examinations during their tour of duty as a detective trainee. Detective trainees who do not receive a passing score on the second examination, or who have passed the second examination but are not within the portion of the first Detective Promotional List published by Personnel and Training Bureau (PTB), shall be given two deployment periods to secure another assignment after publication of the promotional list by PTB.
 - B. TRANSFER FROM ONE DETECTIVE TRAINEE ASSIGNMENT TO ANOTHER - PERIOD OF ELIGIBILITY. Detective trainees who transfer to another detective trainee position prior to the completion of the tour of duty in the original detective trainee assignment shall have their time of eligibility continue to run. For purposes of continued eligibility as a Detective Trainee, it shall be as though they had not transferred.
 - C. DETECTIVE TRAINEES - RETENTION OF ADVANCED PAYGRADE. Officers who were assigned Police Officer III positions prior to selection as a detective trainee shall not be downgraded. In the event such officers are unable to secure Police Officer III positions on their own, they will be reassigned to a Police Officer III position within the Department. The assignment will be at the discretion of the Chief of Police.
 - D. RE-APPLICATION FOR DETECTIVE TRAINEE ASSIGNMENT - WAITING PERIOD. Officers removed from a detective trainee position will be required to wait a minimum of two years after their previous detective trainee tour of duty before being eligible to apply for another detective trainee position.

Note: Except as provided for in this Order, the provisions of Section 3/763.67 shall remain in full force and effect.

AMENDMENT: This Order amends Section 3/763.67 of the Department Manual.

AUDIT RESPONSIBILITIES: The commanding officer of each bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

II. POLICY STATEMENT ON BOOKING PROPERTY. Shortage of available storage space within Department property rooms has been a chronic condition. This condition is frequently aggravated by the booking of both evidence and nonevidence in quantities in excess of that necessary for successful case prosecution. This Order implements procedures to reduce the quantity of evidence items booked, while ensuring sufficiency of evidence for successful case prosecution. Additionally, this Order limits the booking of nonevidence.

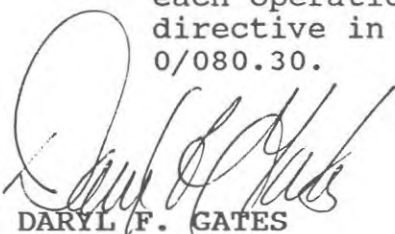
A. BOOKING EVIDENCE AND NONEVIDENCE - REVISED. Employees shall book only the quantities of evidence necessary for case prosecution. In instances when the rightful ownership of property can be readily determined, and case prosecution will not be jeopardized, the property shall be returned to the owner. When appropriate, employees shall utilize photographs in lieu of actual evidence.

NOTE: If there is a question as to whether or not photographs will suffice in lieu of actual evidence items, the booking employee should seek the advice of a supervisor or the concerned detective.

Nonevidence shall not be booked into a Department storage facility unless circumstances necessitate booking of the property.

AMENDMENT: This Order amends Section 4/510.10 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officers of Fiscal Support Bureau, the Bureau of Special Investigation, and each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 22

DECEMBER 15, 1989

SUBJECT: EVIDENCE SEIZED DURING SERVICE OF SEARCH WARRANTS - REVISED

PURPOSE: A review of search warrant-related reports revealed the need to clarify procedures governing the listing of evidence seized during service of search warrants. This Order standardizes the method of listing property seized during service of search warrants and specifies that all items require a court order authorizing disposition.

PROCEDURE:

PROCESSING EVIDENCE SEIZED DURING SERVICE OF A SEARCH WARRANT - REVISED. An employee seizing evidence during the service of a search warrant shall use the Property Report, Form 10.01, as the inventory attachment to the Return to Search Warrant (District Attorney's Office form). The inventory shall be reported to the court within 10 days after issuance of the warrant and shall include all property seized whether or not it was listed on the search warrant.

Items seized, which were **listed** on the search warrant, shall be delineated on the Property Report (inventory attachment to the Return to Search Warrant) under the heading "Seized Pursuant to the Search Warrant-Listed."

Exception: If items are seized which were **not listed** on the search warrant, they shall be listed on the Property Report (inventory attachment to the Return to Search Warrant) under the heading "Seized Pursuant to the Search Warrant-Unlisted" and shall start with the next sequential item number. Officers must be prepared to articulate probable cause when unlisted items are seized during the service of a search warrant.

Both "listed" and "unlisted" items seized during the service of a search warrant require a Court Order for Search Warrant Property, Form 10.18, authorizing disposition (4/565.20).

The current priority for listing booked property, i.e., narcotics, money, firearms, should be used under each heading (5/030.40).

AMENDMENTS: This Order amends Sections 4/540.90 and 4/565.20 of the Department Manual.

DECEMBER 15, 1989

AUDIT RESPONSIBILITY: The commanding officers of the Bureau of Special Investigation and each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

June G. Brewster for
DARYL F. GATES
Chief of Police

DISTRIBUTION "A"